

# Learner Instructions

This Learning Activity Booklet contains formative activities that learners will complete in the classroom or a similar environment.

These formative activities include knowledge questions to test your underpinning generic knowledge and practical activities to test your skills relevant to the unit/s of competency.

These formative assessments are used by your trainer to complement both the learning and training processes, and to evaluate how you are progressing throughout these processes.

You may reference your Learner Guide and other learning materials to complete the activities included in this workbook.

## IMPORTANT:

The completion of the formative assessments and learning activities included in this workbook DOES NOT lead to a Qualification or a Statement of Attainment (SOA).

## Learner Information

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## Trainer Information

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## Resources Required

Resources needed to complete activities included in this workbook include:

- Computer with Internet, email access, and a working web browser
- Installed software: MS Word, Adobe Acrobat Reader
- Learner guide

## Work Health and Safety

Both the trainers and learners have duty of care in ensuring that the learning environment is free from hazards that may pose risks to their health and safety.

According to WHS legislation, trainers and learners must take reasonable care while undertaking the activities included in this workbook in the learning environment.

# Reasonable Adjustment

'Reasonable adjustment' in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a learner with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

## Why make a reasonable adjustment?

We make reasonable adjustments in VET to make sure that learners with disabilities have:

- The same learning opportunities as learners without disabilities, and
- The same opportunity to perform and complete assessments as those without disabilities.

**Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:**

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure learner needs continue to be met

## Assistive/Adaptive Technologies

Assistive/adaptive technology means 'software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities' (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, and digital note-takers.

*(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)*

## IMPORTANT:

Reasonable adjustment made for collecting learner assessment evidence must not impact the standard expected by the workplace, as expressed by the relevant unit/s of competency. For example, if the assessment were gathering evidence of the learner's competency in writing, allowing the learner to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.



# Formative Activities

## I. Establish and Maintain Relationships

### Activity 1.1

#### SCENARIO

You are a support worker tasked to explain some service delivery information to a client. For this activity, you will have to read the following aloud for the client.

#### ■ On Fire Emergencies

Lotus Compassionate Care is committed to ensuring that clients, visitors and staff are kept safe in the event of a fire and/or an emergency situation.

1. A fire risk assessment, building and fire systems inspection is conducted every year or when required.
2. A staff member is allocated as the Fire Warden.
3. Staff must attend fire safety every twelve months and practice fire evacuation procedures.
4. Emergency contacts numbers must be clearly located near the phone.
5. For staff providing 24-hour support for clients living in their home regular fire drills must be conducted.
6. Fire safety plans are located throughout the Lotus Compassionate Care buildings and in the client's home.

For this activity, you must assume that you only know the information written above and nothing more.

### **Role Play Activity**

You will role play the scenario with a volunteer as the client, while demonstrating the practical skills listed in the checklist on the next page. The scenario must be a complete conversation with the client, from meeting up to parting ways. The following must also happen during the conversation:

1. The client will ask you to re-read items 3 and 5. After re-reading, they are supposed to have fully understood everything.
2. The client will ask the following question: What should I do if there is a fire in the facility?
3. The client will ask the following question: What will you do at your home if there is a fire?

Perform this activity while being observed by your trainer. If your trainer is not available to directly observe you, you may video record the role play activity and submit the recording to your trainer.

#### **Your role**

For this activity, you will take the role of the support worker.

#### **The volunteer's role**

For this activity, the volunteer will take the role of the client.



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## Activity 1.2

### Matching Type

Identify the Key Terms being described in each statement on the next page.

Key Terms
Privacy
Disclosure
Confidentiality
Personal Information
Sensitive Information

Description	
personal Information	i. According to the Office of the Australian Information Commissioner, it is valuable data to identify a person.
privacy	ii. It is a human right that guarantees every person complete control over all their information. It gives every person the choice of who can interact with them and what others can know about them.
disclosure	iii. It is sharing information with others and losing effective control over the shared information. It is also allowing others outside of your organisation access to personal information.
confidentiality	iv. It is your obligation to someone else's data. In brief, it is the responsibility to maintain the privacy of shared information.
Sensitive Information	v. According to the Office of the Australian Information Commissioner, it is data describing a person's background, preferences, lifestyle, associations and beliefs.



## II. Prepare for Planning

### Activity 2.1

#### SCENARIO

You are assigned to conduct an activities competency assessment for Adeline. She is a 65-year-old potential client who may need some form of service your organisation can provide. Consider the following information that you got from her during an interview:

Adeline cooks her favourite dish from time to time. She can also eat without any help from others. She also has a habit of brushing her teeth on her own right after a meal.

Adeline has had trouble bathing herself for the past three years. She mentioned that it has been difficult for her to bend over and wash her knees and everything below. The problem extends to when she has to wear and remove a pair of pants. Because of the problem, she prefers wearing a house dress most of the time.

Adeline has no problems using the toilet. She can stand up and sit down without any help. She also has no trouble sensing and controlling her urge to urinate or defecate.

Adeline walks fine with an imposing gait. She, however, has problems dealing with stairs. She finds it challenging to go up a floor. Adeline mentioned that it has also been difficult for her to get out of bed. Her lower back is always sore when she wakes up.

Adeline takes no medication. She, however, mentioned that she takes food supplements. The supplements come in capsules, and she religiously takes one at 7 AM every day.

On the next page is an Activities Competency Assessment. Complete the assessment by identifying the level of competency for each indicated activity.



## ACTIVITIES COMPETENCY ASSESSMENT

### Competency Scoring

1 – requires no assistance, supervision, or direction;  
0 – requires some assistance, supervision, or direction

Activities	Short Description	Competency Score
eating	can feed oneself, but necessarily prepare or cook food	1
bathing	can wash one's body from head to toe	0
oral health	can brush one's teeth	1
dressing	can wear and remove any clothing article	0
toileting	can use a toilet ( and a urinal, for males)	1
maintaining continence	can control one's urination and defecation	1
transferring	can move in or out of bed and chair	0
walking	can stand up straight and take steps at a regular pace	1
climbing stairs	can move up or down standard stairs (18 steps, with slope at an angle no more than 45°)	0
managing medication	can take the correct amount of medication via the correct route	1
Total		6 /10

## Activity 2.2

**Matching Type**

Listed below are those who may be included in the planning process.

- a. Person's assessor
- b. Health professionals
- c. Other service providers
- d. Service delivery workers
- e. Carers and other support workers

Match each to their roles and responsibilities below, by writing the letter that corresponds to your answer in the space provided.

Roles and responsibilities	
e	i. They assist the person by following their individualised plans. They are assigned practical tasks related to the actual service delivered.
a	ii. They are the first to evaluate the person's needs. As evaluators, they can identify what services the person may need.
d	iii. They provide the actual service needed by the person. As experts of their service, they ensure that the service for the person is valid and effective.
b	iv. They focus on the medical needs of the persons. These include doctors, nurses, pharmacists and more, depending on the person's condition.
c	v. They do not directly address the person's needs. Instead, they contribute other tasks or information that will help with the person's service.



### III. Plan Service Delivery

#### Activity 3.1

##### True or False

Review the statements below related to the person's perspective and strengths. Indicate whether each statement is True or False.

Tick the box that corresponds to your answer.

<input checked="" type="checkbox"/> TRUE <input type="checkbox"/> FALSE	i. To be courteous means that you avoid the use of rude manners and language. As a support worker, you must practise courtesy in any situation.
<input type="checkbox"/> TRUE <input checked="" type="checkbox"/> FALSE	ii. To show non-judgemental support is to embrace personal biases. As a support worker, you must fulfil your role while passing personal comments or reservations to the person
<input checked="" type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iii. One strengths-based principle suggests that a person has the responsibility to maintain and improve their wellbeing.
<input checked="" type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iv. One strengths-based principle suggests that a person must have the willingness to learn, improve, and change.
<input type="checkbox"/> TRUE <input checked="" type="checkbox"/> FALSE	v. One strengths-based principle suggests that everyone has the same set of qualities.

## Activity 3.2

### SCENARIO

David is a 60-year-old living alone in his home. He has had a tough life for the past few years. You are a service worker tasked to conduct a simple hazard identification on David and his residence. You came to David's residence to interview him and inspect his house.

You got the following information after interviewing David:

- David's arms and clothes were dirty from tending to his garden. There are visible cuts and scrapes in his hands as well. He mentioned that it is often the case because he works in his garden most of the time.
- David volunteers at the local community centre on the weekends. He says he loves helping people out.
- David gets a visit from his old pals every once and a while. He says that his friends do this to check on him from time to time.
- David mentions that he loves to eat salted chips. He says their family has a history of hypertension, but he is yet to be diagnosed with one.

You got the following information after looking around David's house:

- David has a well-managed garden in his backyard. He loves to grow vegetables that he can consume afterwards.
- David's comfort room has had a leaky faucet for a while now. This leaves the floor wet most of the time.
- David has a stash of newspapers near his fireplace. He says he prefers to read his news instead of watching the television.
- David has multiple fire extinguishers around his house. He says that after nearly starting a house fire a couple of years ago, he was just being careful.



Complete the hazard identification form below by identifying all hazards and their associated hazard events using the information provided in the scenario.

HAZARD IDENTIFICATION FORM	
Hazard	Associated Hazard Event
Cuts and scrapes, dirty clothes from mending	potential infection, more likely to get deeper cuts
High salted chips intake and family history	increased risk of developing high blood pressure
Wet comfort room due to leaky faucet	slipping while entering or getting outside of the room can break bones
Stash of newspaper near fire place	can start a house fire Risk of burning from fire

## IV. Review Service Delivery Implementation

### Activity 4.1

#### Matching Type

Identify the aspects of quality of service addressed in each statement below.

Aspects of Quality of Service
Empathy
Tangibility
Confidence
Consistency
Responsiveness

	Description
confidence	i. Reliable organisations deliver services of high quality.
Responsiveness	ii. High-quality service also entails quick resolution of requests, feedback and complaints.
Tangibility	iii. Services that are visible, heard, and felt are what clients and partners favour.
Empathy	iv. Clients and partners want organisations to understand their feelings.
consistency	v. Organisations are expected to deliver the same good service.



## Activity 4.2

### SCENARIO

Callum Smith is a client in the aged care facility you work in. You and Callum have shared a good friendship in the last few months. Today, you conversed with him down the hallway.


Callum casually mentioned how three days ago, he slipped on the male's restroom along the west wing of the facility. He said that his back was hurting until yesterday but is fine now. He mentioned that it may be the leaky plumbing of the sink that is to blame.

You are concerned of Callum's health, so you asked permission to report the incident. He agreed while dismissing any health problem he may have acquired. You also checked the restroom he mentioned, and the sink was indeed leaking when used.

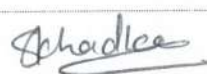
On the next page is a client incident report and a property damage report. Complete both forms using the information provided in the scenario.

### CLIENT INCIDENT REPORT

*When describing the incident, make sure to provide all information you have gathered and all observations you have made. Don't forget to consider the setting, the people, the activities, the events, etc. Doing so allows the responding personnel to assess the situation better*

Client Name	callum smith
M/F	M
Date	2024/7/4
Incident	client slipped in the male restroom
Name and Signature of Reporter	Sabina khadka 

### PROPERTY DAMAGE REPORT

Reporting Individual	sabina khadka
Date	2024/7/1
Description	leaking sink in restroom may have contributed to callum's fall three days ago.
Location	Male restroom, west wing of the facility
Signature	

## V. Review Service Delivery Implementation

### Activity 5.1

#### True or False

Review the statements below related to preparing reports and other documentation. Indicate whether each statement is True or False.

Tick the box that corresponds to your answer.

<input checked="" type="checkbox"/> TRUE <input type="checkbox"/> FALSE	i. An accurate document entry answers the question or instruction correctly. It also ensures that you follow the relevant accreditation and quality standards.
<input type="checkbox"/> TRUE <input checked="" type="checkbox"/> FALSE	ii. An objective document has biases and confusion. This makes all items clear and concise.
<input checked="" type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iii. An appropriately detailed document includes all relevant information.
<input checked="" type="checkbox"/> TRUE <input type="checkbox"/> FALSE	iv. To prepare good documentation, you must use simple and clear words. You must also avoid technical, scientific, or legal jargon.
<input type="checkbox"/> TRUE <input checked="" type="checkbox"/> FALSE	v. To prepare good documentation, you must keep the whole document long. You must also use long sentences and long paragraphs.



## Activity 5.2

Explain how each step of the Plan-Do-Check-Act model can be used to improve the organisation's policies and procedures.

**Plan :** This step helps in creating a plan after assessing problems in the organization. This step helps in developing new policies and procedures in the organization.

**Check :** This step checks whether the plan implemented has improved the services of the organization or not through assessments and surveys.

**Do :** This step helps in implementing the plan made earlier and this step ensures that the most appropriate alternative is selected among all.

**Act :** This step checks whether the plan is helpful in addressing all identified problems and if successful, this step will direct to change the plan into organizational policies and procedures. And if not, this step encourages to analyse the lacking areas and identify what can be done next.

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