



Production and Distribution of Training DVDs

Reading, Reporting, Recording

For direct care workers in a home or community setting

This resource is based on realistic work situations and demonstrates the relevance and importance of 'reading, reporting and recording' for direct care workers who work in a client's home or community setting. The relationship between what is written down and the work situations aged and disability support workers may experience is clearly demonstrated.

It can be used in the induction and orientation of new staff, as a refresher, for in-house training and for learners undertaking accredited courses in the Community Services Training Package.

The resource contains a DVD titled 'Reading, Reporting, Recording' and a Trainers' Resource Kit on CD. The CD includes Trainers' Notes on how to use this resource and Learners' Worksheets which can be customised for your organisation.

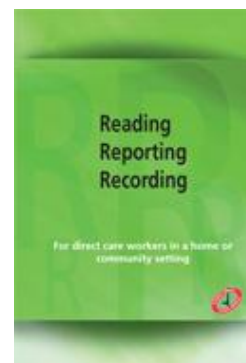
Project developed by [Fran Haarsma Productions](#) and Silver Circle Training Institute. Funded under the Workplace English Language and Literacy (WELL) Program by the Australian Government Department of Education, Employment and Workplace Relations.

"The workplace examples in the DVD gave students a very clear understanding of the relevant forms and information required for their work role and workplace requirements".

Christine Bowman,
Managing Director/Trainer Assessor,
The PILLAR Community Support, QLD

"An excellent resource for new and existing workers in the Community Services & Health fields".

Workplace Assessor and Trainer, Carealot Training College, WA



Price

AUD\$100.00

Duration

10 mins 45 secs

Topics covered

- the relevance and importance of reading and understanding
 - policy and procedures manuals
 - occupational health and safety guide lines
 - timesheets
 - communication books
 - care plans
- why it is important to report accurately, either orally or in writing
- relevant workplace examples of good and bad reporting.

Resource Material for

Community Services Training Package

- Individual Client Support Certificate III
 - Home and Community Care
- Individual Client Support Certificate III & IV
 - Disability

Note: As most competencies have, either as performance criteria or underpinning knowledge, the requirement to complete reports, provide written/oral feedback and maintain accurate records then this could be used as a generic resource across many competencies in the Community Services Training Package.

The resource is also relevant to the following competencies with strong reporting and recording requirements:

CHCCOM302C	Communicate appropriately with clients and colleagues
CHCICS301A	Provide support to meet personal care needs
CHCOHS312A	Follow safety procedures for direct care work
CHCAC318A	Work effectively with older people
CHCDIS301A	Work effectively with people with a disability
CHCHC311A	Work effectively in home and community care
CHCINF303A	Contribute to information requirements in the community sector

More information

For more information on any of our DVDs please contact us

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