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| UNIT CODE | CHCDIS022 |
| UNIT TITLE | Prepare for NDIS support coordination |
| APPLICATION | <p>This unit describes the performance outcomes, skills and knowledge required to work effectively in National Disability Insurance Scheme (NDIS) by meeting job requirements and working with stakeholders.</p> <p>This unit applies to individuals who work with people with disability in a range of community services and health contexts. Work performed requires some discretion and judgement and may be carried out under direct or indirect supervision.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p> |
| PREREQUISITE UNIT | Nil |
| COMPETENCY FIELD | Nil |
| UNIT SECTOR | Disability Support |

| ELEMENTS | PERFORMANCE CRITERIA |
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| <i>Elements describe the essential outcomes</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1. Meet support coordinator requirements. | 1.1 Research and interpret industry information to maintain working knowledge of the NDIS system and funding models relevant to support coordination. 1.2 Recognise the participant's right to choice and control and freedom to choose. 1.3 Identify and manage personal and organisational conflicts of interest according to organisational policies and procedures. 1.4 Identify and refer matters outside scope of own job role. |
| 2. Work with providers. | 2.1 Research and interpret service provider information to maintain current knowledge of available service options for NDIS participants. 2.2 Communicate with providers to build and maintain working relationships. 2.3 Collaborate with providers to optimise support options for NDIS participants. |

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| FOUNDATION SKILLS | |
| <i>Foundation skills essential to performance are explicit in the Performance Criteria of this unit of competency.</i> | |
| UNIT MAPPING INFORMATION | No equivalent unit. |
| LINKS | Companion Volume Implementation Guide |

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| TITLE | Assessment Requirements for CHCDIS022 Prepare for NDIS support coordination |
| PERFORMANCE EVIDENCE | <p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ manage one conflict of interest ■ refer one matter outside scope of own job role ■ build a relationship with a provider. |

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| KNOWLEDGE EVIDENCE | <p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ NDIS system relevant to support coordination: <ul style="list-style-type: none"> ○ national and State/Territory legislation and statutory bodies ○ NDIS Code of Conduct ○ NDIS Quality and Safeguards Commission ○ rights based context ○ support categories ○ NDIS Pricing Arrangements and Price Limits ○ NDIS service agreements ○ NDIS roles and responsibilities: <ul style="list-style-type: none"> ● Local Area Coordinator (LAC) ● delegate ● community partner ● provider ● agency ● Coordinator of Supports (COS) ● Supported Independent Living (SIL) ■ funding models <ul style="list-style-type: none"> ○ types <ul style="list-style-type: none"> ● NDIS reasonable and necessary framework ● general health system funding including Medicare ○ access ○ eligibility ○ service types ○ funding mechanisms ○ intersection of multi-agency supports ■ stakeholder roles and responsibilities: <ul style="list-style-type: none"> ○ participants |
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- service providers
- funding bodies
- organisational policies and procedures relevant to providing support coordination
- support coordination:
 - levels of support coordination
 - support coordination process
 - methods for accessing informal, community and funded supports
 - types of service providers and service options
- support practices:
 - person centred
 - human rights based
 - duty of care
 - dignity of risk
 - privacy and confidentiality
- benefits and risks for the participant of registered and non-registered service providers:
 - level of care
 - availability
 - location of support
 - restrictions in organisations due to industrial arrangements
- process for engaging with:
 - disability service providers
 - non disability service providers
 - government
 - participants and their supports
- support coordination job role expectations:
 - professional boundaries
 - responsibilities and accountabilities
 - scope of practice and parameters within the NDIS framework
 - conflict of interest and how to manage
 - role and content of NDIS Practice Standards
 - code of conduct
 - time management
- NDIS plans:
 - plan implementation process
 - plan management process
 - purpose
 - key contents
 - methods for identifying services to meet goals and needs
 - budgeting
 - financial management
 - address change of circumstances
- reporting and recording requirements for NDIS reports
- common terms used in NDIS support coordination.

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| ASSESSMENT CONDITIONS | <p>Skills must be demonstrated in the workplace or a simulated environment that reflects workplace conditions in the disability support sector.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none">▪ facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p> |
| LINKS | Companion Volume Implementation Guide |