**Informed Choices - Individual Support**

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| **Before you enrol** |
| If you intend to enrol in Aged Care or Disability qualifications, please review the Basic Skills listed in this document and think about whether you might experience some challenges in meeting them.   * Basic Skills are the activities, tasks or skills that are a major part of a job or essential to a specific position. * If you think you might experience challenges related to disability, medical or mental health condition or for any other reason, you should discuss your concerns with TasTAFE teaching staff, a Student Support Officer or Disability Liaison Officer. |
| **Basic Skills (for training & employment)** |
| To work in the Aged Care and Disability areas, the following skills needs to be considered. Listed are some examples of the important individual personal skills learners need to demonstrate during training and are highly valued by industry.  **Observational skills – this includes the ability to:**   * see and hear changes in people’s behaviour, ability, health or living conditions * identify safety hazards and risks * read and interpret non-verbal cues (e.g., facial expressions, body language) * identify distress, aggression and other risk factors that may be unseen   **Communication skills – this includes the ability to:**   * speak clearly and plainly when communicating * speak with a range of people e.g., clients, families, co-workers * understand and follow written and spoken instructions * complete documents and write basic reports * use computers for communication e.g. emails, documents, reporting * communicate and work with other people as a team * understand and respond appropriately to spoken and non- spoken communication (non-verbal) * identify sounds that may alert you of a problem e.g., soft calls, coughs, choking, alarms   **Physical skills – this includes the ability to:**   * safely perform manual tasks e.g., bending, squatting, kneeling, crouching, repetitive movements, * moving people, assisting people in and out of chairs, carry groceries * use fine motor skills to assist people e.g., with dressing, meals and other tasks * use equipment e.g., push wheelchairs, computers, move trolleys and lifting machines * be on your feet for extended periods of time, both walking and standing * assist with bodily functions and deal with body fluids e.g., urine, faeces, blood   **Thinking – this includes the ability to:**   * gather, understand and organise information * use common sense / basic problem-solving skills e.g., to respond to immediate safety risks * recall and communicate information * understand another person’s perspective / opinions and respect choices * do basic mathematic calculations * good time management skills   **Behavioural and social skills – this includes the ability to:**   * control expression of own emotions * have close contact with individuals * provide assistance to all genders * respect personal and professional boundaries – including use of social media * adapt to change * demonstrate, patience and willingness to work with people from different backgrounds * take responsibility for own actions * maintain confidentiality |
| **Computer skills** |
| You will need to use basic computer skills throughout the course  **Must** have access to reliable internet  **Must** have access to a Computer / Laptop (a smart phone or tablet is not sufficient)  Laptop **must be able to run Microsoft 365**  Learners are encouraged to bring their own devices to use |
| **Industry Legislation or Regulations** |
| To undertake Work Placement or work in Aged Care or Disability you must be able to provide:   * Working with Vulnerable People Registration – volunteer status   *NDIS Endorsement is required for Work Placement in some areas – this may require an additional fee*   * Up to date COVID 19 Vaccination status. (2 plus booster) * Flu vaccination is required to work in Aged Care. * National Police Check; free from serious convictions   For Disability work; National Police Check - Schedule 1 - ANY CHILD RELATED ACTIVITY  For Aged Care work; National Police Check - Annulled Record – AGED CARE  Applications and links for these checks can be found through the Service Tas website. [Service Tasmania](https://www.service.tas.gov.au/) |