



# ASSESSMENT KIT SAMPLE

Includes:

- Student Assessment Booklet
- Marking Guide with Mapping
- Assessment Record Tool



# STUDENT ASSESSMENT BOOKLET

CHCLAH002

Contribute to leisure and health programming

Student first name: \_\_\_\_\_

Student last name: \_\_\_\_\_

## Assessment Overview

This Student Assessment Booklet includes all your tasks for assessment of this unit.

### About your assessments

This unit requires that you complete ten assessment tasks.

You must complete all tasks to achieve Competency for this unit.

Assessment Task	About this task
Assessment Task 1: Written questions	You must correctly answer all 10 questions to show that you understand the knowledge required of this unit.
Assessment Task 2: Workplace project 1	There are three parts to this task: <ul style="list-style-type: none"><li>▪ Task A: You will complete an analysis of activities for a client or group in your workplace.</li><li>▪ Part B: You will develop and complete activity plans for three activities.</li><li>▪ Part C: You will complete a risk assessment for an activity outing.</li></ul>
Assessment Task 3: Portfolio	You are required to gather workplace documentation used to contribute to the assessment, planning and development of activities and programs.
Assessment Task 4: Workplace project 2	There are two parts to this task. <ul style="list-style-type: none"><li>▪ Part A: You will complete a reflection and evaluation of three leisure and health activities.</li><li>▪ Part B: You will document four activity modifications.</li></ul>
Hours of work	120 hours of work logged in your Hours Log

### How to submit your assessments

When you have completed each assessment task you will need to submit it to your assessor.

Instructions about submission can be found at the beginning of each assessment task.

Make sure you photocopy your written activities before you submit them – your assessor will put the documents you submit into your student file. These will not be returned to you.

### Assessment Task Cover Sheet

At the beginning of each task in this booklet, you will find an Assessment Task Cover Sheet. Please fill it in for each task, making sure you sign the student declaration.

Your assessor will give you feedback about how well you went in each task, and will write this on the back of the Task Cover Sheet.

### Assessment appeals

You can make an appeal about an assessment decision by putting it in writing and sending it to us. Refer to your Student Handbook for more information about our appeals process.

# Assessment Task Cover Sheet – Assessment Task 1

Students: Please fill out this cover sheet clearly and accurately. Make sure you have kept a copy of your work.

<b>Name:</b>			
<b>Date of submission:</b>			
<b>Unit:</b>			
<ul style="list-style-type: none"> <li>▪ CHCLAH002</li> <li>▪ Contribute to leisure and health programming</li> </ul>			
<b>Assessor to complete</b>			
<b>Assessment Task</b>	<b>Satisfactory/ Not Satisfactory</b>	<b>Date</b>	<b>Was this a re- submission? Y/N</b>
Written questions			

**STUDENT DECLARATION**

I \_\_\_\_\_ declare that these tasks are my own work.

- None of this work has been completed by any other person.
- I have not cheated or plagiarised the work or colluded with any other student/s.
- I have correctly referenced all resources and reference texts throughout these assessment tasks.
- I understand that if I am found to be in breach of policy, disciplinary action may be taken against me.

Student signature: \_\_\_\_\_

Student name: \_\_\_\_\_



## Assessment Task 1: Written Questions

### TASK SUMMARY:

You are to answer all the questions in this task.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to textbooks and other learning materials.
- Access to a computer and the Internet (if you prefer to type your answers).

### WHEN AND WHERE DO I COMPLETE THIS TASK?

- This task may be done in your own time as homework or you may be given time to do this task in class (if applicable). Your assessor will advise.

Write in the due date as advised by your assessor: \_\_\_\_\_

### WHAT DO I NEED TO SUBMIT?

Your answers to all the questions.

### WHAT HAPPENS IF I GET SOMETHING WRONG?

If your assessor marks any of your answers as incorrect, they will talk to you about resubmission. You will need to do one of the following:

- Answer the questions that were incorrect in writing.
- Answer the questions that were incorrect verbally.

### INSTRUCTIONS:

- This is an open book test – you can use your learning materials as reference.
- You need to answer all 10 questions correctly.
- You must answer the questions by writing in the space provided.
- If you need more space, you can use extra paper. Make sure you write on each extra piece of paper your name and the question number/s you are answering.
- You may prefer to use your computer to type your answers. Your assessor will let you know if you can email your answers as a Word file, or if you must print and submit hard copies.

**QUESTION 1**

Provide at least five activities for each group size.

Small groups	
Medium groups	
Large groups	
Extra-large groups	

**QUESTION 2**

*Golden Place services are thinking about having a special event planned for the Melbourne Cup Spring carnival racing in November. Staff have gathered for a meeting to discuss ideas for how they could celebrate the event with the group of clients at the residence. They want to make sure the clients have an enjoyable time and will participate in the activities.*

- a) Provide at least three ideas for activities you could suggest for the group. For each activity, provide a brief outline for how this would work and what physical, social, emotional, mental or spiritual health aspects this would target.

1.

## Assessment Task 2: WORKPLACE PROJECT 1

### TASK SUMMARY:

There are three parts to this task:

- Task A: You will complete an analysis of activities for a client or group in your workplace.
- Part B: You will develop and complete activity plans for three activities.
- Part C: You will complete a risk assessment for an activity outing.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS ASSESSMENT

- Access to a work placement service.
- Access to a client or group of clients.
- Client or group information and care plans.
- Access to workplace policies and procedures.
- Access to workplace equipment and resources.
- Workplace supervisor or workplace staff.
- Activity analysis table template (provided).
- Activity plan template (provided).
- A risk assessment template (provided).

### WHEN AND WHERE DO I COMPLETE THIS TASK?

- You will complete this task at your workplace (this will be during your work placement, where applicable)

Write in the due date as advised by your assessor: \_\_\_\_\_

### WHAT DO I NEED TO SUBMIT?

- Part A: A completed activity analysis
- Part B: Three activity plans
- Part C: A completed risk assessment.

### WHAT HAPPENS IF I GET SOMETHING WRONG?

You are required to complete all parts of this task satisfactorily correctly. If your assessor sees that you have not done so you will be given an opportunity to re-do the task. Your assessor will discuss the details of resubmission with you.



### Activity analysis

Student name		Assessment task	AT2 – Part A
Supervisor/ workplace staff		Date developed	
Workplace			
Documents used to determine activities			
Client or group description			

SAMPLE

## Assessment Task 3: PORTFOLIO

### TASK SUMMARY:

You are required to gather workplace documentation used to contribute to the assessment, planning and development of activities and programs.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS ASSESSMENT

- Access to a work placement
- Access to activity materials and available equipment
- Stakeholder feedback form template (provided)
- Access to staff and members of an interdisciplinary team
- Access to client needs assessment documentation used to develop activities and programs
- Workplace policies and procedures
- Access to a device for capturing delivery of three activities
- Client consent form (provided).

### WHEN AND WHERE DO I COMPLETE THIS TASK?

- This task may be done in your own time as homework or you may be given time to do this task in class (if applicable). Your assessor will advise.

Write in the due date as advised by your assessor: \_\_\_\_\_

### WHAT DO I NEED TO SUBMIT?

- A completed and signed client consent form
- Photos for the delivery and facilitation of three activities
- Venue information
- A resource audit checklist
- Two completed stakeholder feedback forms
- Needs assessment documentation used to develop a client or group program
- Workplace policy and procedure on program planning and development.

### WHAT HAPPENS IF I GET SOMETHING WRONG?

If your assessor sees that you have not completed this task satisfactorily correctly you will be given an opportunity to re-do the task. Your assessor will discuss the details of resubmission with you.

### INSTRUCTIONS:

For this task you need to put together a portfolio of documents that show you have contributed to at least three activities in leisure and health programming. Your portfolio can be set up using a display book, A4 binder with plastic pockets or A4 notebook. It should be clearly detailed and labelled according to the evidence required in this task.

You should provide copies of the following documents:

- Client, family or carer consent form (for permission to take photos of participating in the activities)
- Photos of each of the three different activities where you have contributed to the planning and implementation. This may be activities according to the activity plans you have developed in Assessment Task 2 – Part B.
- Venue details/information you have visited from a venue involved in an outing activity ie brochure, program outline from the venue, correspondence.
- A resource audit form or checklist.

## Assessment Task 4: WORKPLACE PROJECT 2

### TASK SUMMARY:

There are two parts in this task:

- Part A: You will complete a reflection and evaluation of three leisure and health activities.
- Part B: You will document four activity modifications.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS ASSESSMENT

- Access to a work placement service.
- Access to workplace policies and procedures.
- Reflection and evaluation form template (provided).
- Activity modification template (provided).

### WHEN AND WHERE DO I COMPLETE THIS TASK?

- You will complete this task at your workplace (this will be during your work placement, where applicable).

Write in the due date as advised by your assessor: \_\_\_\_\_

### WHAT DO I NEED TO SUBMIT?

- Part A: Three completed reflection and evaluation forms
- Part B: Four activity modifications.

### WHAT HAPPENS IF I GET SOMETHING WRONG?

You are required to complete all parts of this task satisfactorily correctly. If your assessor sees that you have not done so you will be given an opportunity to re-do the task. Your assessor will discuss the details of resubmission with you.

### INSTRUCTIONS:

#### PART A – EVALUATE THREE ACTIVITIES

- For this task you are required to reflect on and evaluate three leisure and health activities. These activities must be activities in your workplace that you have been involved in with the planning and implementation.
- The evaluation should align with the three activities you provided evidence for in the Portfolio task for Assessment 3.
- Use the reflection and evaluation form provided to document your response. Adjust the template as needed adding additional rows where required.
- Review your evaluation with your workplace supervisor or relevant staff to ensure you have completed the evaluation correctly. Gather feedback from others on their observation when you discuss the evaluation with them.

What do I need to hand in for Part A of this task?	Have I completed this?
3 x complete reflection and evaluation forms	<input type="checkbox"/>



# MARKING GUIDE

CHCLAH002

Contribute to leisure and health programming



### About this marking guide

This document is to be used as a guide to marking the assessment tasks required for this unit.

This document outlines the instructions provided to the student for each task and accompanying sample/ benchmark answers and any relevant instructions for the assessor.

### Assessment tasks

This unit is assessed in the following ways:

Assessment Task	Overview
Assessment Task 1: Written questions	Students must correctly answer all 10 questions to show that they understand the knowledge required of this unit.
Assessment Task 2: Workplace project 1	There are three parts to this task: <ul style="list-style-type: none"> <li>▪ Task A: Students will complete an analysis of activities for a client or group in their workplace.</li> <li>▪ Part B: Students will develop and complete activity plans for three activities.</li> <li>▪ Part C: Students will complete a risk assessment for an activity outing.</li> </ul>
Assessment Task 3: Portfolio	Students are required to gather workplace documentation used to contribute to the assessment, planning and development of activities and programs.
Assessment Task 4: Workplace project 2	There are two parts to this task. <ul style="list-style-type: none"> <li>▪ Part A: Students will complete a reflection and evaluation of three leisure and health activities.</li> <li>▪ Part B: Students will document four activity modifications.</li> </ul>
Student hours of work	120 hours of work logged in your Hours Log

#### Note to the assessor:

Students are required to complete 120 hours of work, performing the activities outlined in the performance criteria of the following units:

- CHCLAH002 Contribute leisure and health programming
- CHCLAH003 Participate in the planning, implementation and monitoring of individual leisure and health programs
- CHCLAH004 Participate in planning leisure and health programs for clients with complex needs.

Students are not able to be deemed competent in this unit until they have completed the 120 hours; however, these hours can be accumulated as part of completion of the entire CHC43415 Certificate IV in Leisure and Health (ie they are only required to complete 120 hours total for the course).

Students have been provided with an Hours Log in which they are required to record the hours they have worked to contribute to this requirement – they must submit this as part of the evidence requirements for the applicable units.

## Assessment plan

The Student Assessment Booklet includes an assessment plan that students are required to read and sign. Get this signed plan before students begin the assessment tasks for this unit. Students can use this plan to declare whether they need any support or adjustments.

## Assessment documents

We have developed a range of comprehensive assessment documents for assessment of this unit.

Assessors will need the following documents:

- Assessment Record Tool – to be used by the assessor to record the decision-making process. Details about workplace-based tasks (if applicable) are also included in this document.
- This Marking Guide, which includes:
  - a guide to assessors on the process of assessment
  - benchmark responses to assessment tasks
  - mapping of assessment tasks to unit of competency requirements (see the end of this booklet).

Students will need to receive:

- Student Assessment Booklet for this unit/topic
- Student's Guide to Practical Placement (for class-based students only – they need to be given this booklet only once).
- Workplace Hours Log Book (for workplace-based students only – they need to be given this booklet only once).

Assessors must provide students with the due date for each assessment task for this unit – students should be instructed to write the dates in their Student Assessment Booklet.

## Assessment attempts and resubmissions

Students have up to three attempts to complete assessment tasks satisfactorily. If after the third attempt, the student has not completed the task satisfactorily, the assessor must make alternative arrangements for assessment. Depending on the task, this may include:

- resubmitting incorrect answers to questions (such as short answer questions and case studies)
- resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task
- redoing a role play after being provided with appropriate feedback about their original performance
- being observed a second (or third time) undertaking any tasks/activities that were not satisfactorily completed the first time, after being provided with appropriate feedback.

Students should be provided with an appropriate time frame in which to resubmit their work, for example students may:

- be given 30 days in which to resubmit incorrect responses to written tasks, projects and so on
- be provided with feedback on the day about their performance in a role play and then redo the task during the next task
- need to redo workplace-based tasks (if applicable) during the same workplace visit or a follow-up observation may be required – you should discuss arrangements with the student's supervisor to agree on a suitable time and date for reassessment.

Assessors should refer to their RTO's policy and procedures regarding training and assessment for further information.

## Assessment Task 1: Written Questions

### TASK SUMMARY:

Students are to answer all written questions.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to textbooks and other learning materials.
- Access to a computer and the Internet.

### WHEN AND WHERE DO STUDENTS NEED TO COMPLETE THIS TASK?

- This task may be done in the student's own time as homework or they may be given time to do this task in class (where applicable).
- Provide students with the due date for this assessment so they can write it in their Student Assessment Booklet.

### WHAT DO STUDENTS NEED TO SUBMIT?

- Their answers to each question.

### Instructions to students:

- This is an open book test – students can use their learning materials as reference.
- Students need to answer all 10 questions correctly.
- Students must answer the questions by writing in the space provided.
- If students need more space, they can use extra paper. All additional sheets of paper must include their name and the question number/s they are answering.
- Students may prefer to use their computer to type their answers. Advise students if they can email their answers as a Word file, or if they must print and submit hard copies.

### INSTRUCTIONS TO THE ASSESSOR

#### ***Purpose of the task***

*Students are to demonstrate that they understand the knowledge required of this unit.*

#### ***Submission***

*Students need to submit answers to all of the questions in this task.*

#### ***Reassessment arrangements***

*If students answer any questions in this task incorrectly, they will need to be given an appropriate time in which to resubmit. Students should only redo questions that are incorrect; however they will need to resubmit the entire assessment.*

*Students can be given the opportunity to answer questions verbally if appropriate.*

*Discuss timeframes for resubmission with the student when you tell them the outcome for this task.*

#### ***Guidance to assessing this task***

*Benchmark responses are provided for each question.*

*Record the outcome of this assessment in the Assessment Record Tool.*

### QUESTION 1

Provide at least five activities for each group size.

Students should be able to list five leisure and health activities relative to each group size. Sample activities have been included.

Small groups	Medium groups	Large groups	Extra-large groups
<ul style="list-style-type: none"> <li>▪ <i>Cooking class</i></li> <li>▪ <i>Handcrafts</i></li> <li>▪ <i>Reading and discussion</i></li> <li>▪ <i>Card games</i></li> <li>▪ <i>Domestic tasks</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Eating/dining out</i></li> <li>▪ <i>Quiz or puzzles</i></li> <li>▪ <i>Fitness activities</i></li> <li>▪ <i>Relaxation – tai chi</i></li> <li>▪ <i>Birthday celebrations</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Dancing</i></li> <li>▪ <i>Singing</i></li> <li>▪ <i>Guest visitors (entertainers)</i></li> <li>▪ <i>Competitive team sports</i></li> <li>▪ <i>Outings</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Sporting activities</i></li> <li>▪ <i>Fundraising events</i></li> <li>▪ <i>Talent shows</i></li> <li>▪ <i>Themed events</i></li> <li>▪ <i>Social events</i></li> </ul>

## QUESTION 2

*Golden Place services are thinking about having a special event planned for the Melbourne Cup Spring carnival racing in November. Staff have gathered for a meeting to discuss ideas for how they could celebrate the event with the group of clients at the residence. They want to make sure the clients have an enjoyable time and will participate in the activities.*

- a) Provide at least three ideas for activities you could suggest for the group. For each activity, provide a brief outline for how this would work and what physical, social, emotional, mental or spiritual health aspects this would target.

*Student answers will vary however activities listed should be leisure and health appropriate and in line with the Melbourne Cup horse racing theme. Suggestions might include:*

- *Having a Cup sweepstake – a social activity: each client chooses a horse number (could be a lucky dip) and everyone donates a fun prize into the draw. The person takes 1<sup>st</sup> prize for the horse who wins, and there could be a 2<sup>nd</sup> and 3<sup>rd</sup> smaller prize on offer.*
- *Dressing in horse colours – a social activity: each person could pick their favourite horse colours and dress in the colours for the week of the cup.*
- *A race – a physical activity: each client could participate in an outdoor or indoor race. Each person wears a horse number and chooses their own colours for the race.*
- *Colouring in – a cognitive activity: you could provide each client with an outline of a horse or picture that relates to the race. Each client could colour in their horse and jockey in whatever colours they like.*

*After the group hear about the activities planned, two of the clients – Phillip and Sheree are not really keen on participating. They have voiced their opinion and do not want to sign up for any of the week's activities. This is a surprise as Phillip used to reside on a property where they owned a few horses and Sheree loves animals and attends pet therapy classes on a regular basis.*

- b) Provide a way you could motivate each of them to participate in the activities.

*Student answers will vary however they should be able to provide a motivational strategy for each of the clients to participate in the activity. Sample answer provided:*

*Phillip – you could ask them what their pet horses names were, what they looked like etc. You could then invite him to share his own experiences and memories with his horses with the group during the themed week. You could try to get photos of his horses through any family members if available for the discussion, or google similar horses and put up images of them around the residence. This would personalise the experience for Phillip during the week and encourage him to reconnect with his past memories and be more inclined to participate.*

*Sheree – you could obtain an image of a pet horse and give this to the Sheree as her own special pet horse. You could integrate her pet horse into some of the activities ie if the group are doing a race this horse could be included in the race. You could also get Sheree talking about how they would take care of the horse, feeding and food requirements and have them involved with sharing this with the group during that week.*



## Assessment Task 2: Workplace Project 1

### TASK SUMMARY:

There are three parts to this task:

- Task A: Students will complete an analysis of activities for a client or group in their workplace.
- Part B: Students will develop and complete activity plans for three activities.
- Part C: Students will complete a risk assessment for an activity outing.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to a work placement service.
- Access to a client or group of clients.
- Client or group information and care plans.
- Access to workplace policies and procedures.
- Access to workplace equipment and resources.
- Workplace supervisor or workplace staff.
- Activity analysis table template (provided).
- Activity plan template (provided).
- A risk assessment template (provided).

### WHEN AND WHERE DO STUDENTS NEED TO COMPLETE THIS TASK?

- Students will complete this task at their workplace (this will be during their work placement, where applicable)
- Provide students with the due date for this assessment so they can write it in their Student Assessment Booklet.

### WHAT DO STUDENTS NEED TO SUBMIT?

- Part A: A completed activity analysis
- Part B: Three activity plans
- Part C: A completed risk assessment

### Instructions to students:



If you are doing this course as a workplace-based student, you may be able to use your workplace's own templates for activity plans and/or risk assessments.

Make sure you have your supervisor's permission to use workplace documents and resources before you start this task.

#### Remember!

When you choose a document, think about privacy and confidentiality:

- Should you be removing this document from your workplace?
- Do you need to black out names, addresses and other identifiable information?
- Does this document show financial information, such as salaries, bank account numbers or budgets?

If in doubt, always check with your supervisor.

If you are using workplace templates or documents, you will need to be able to prove that you have created each document. You must get your supervisor to sign each document that you develop. This will also provide evidence that you have permission to remove the document from your workplace.

## Assessment Task 3: Portfolio

### TASK SUMMARY:

Students are required to gather workplace documentation used to contribute to the assessment, planning and development of activities and programs.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to a work placement
- Access to activity materials and available equipment
- Stakeholder feedback form template (provided)
- Access to staff and members of an interdisciplinary team
- Access to client needs assessment documentation used to develop activities and programs
- Workplace policies and procedures
- Access to a device for capturing delivery of three activities
- Client consent form (provided).

### WHEN AND WHERE DO STUDENTS NEED TO COMPLETE THIS TASK?

- Students will complete this task at their workplace (this will be during their work placement, where applicable)
- Provide students with the due date for this assessment so they can write it in their Student Assessment Booklet.

### WHAT DO STUDENTS NEED TO SUBMIT?

- A completed and signed client consent form
- Photos for the delivery and facilitation of three activities
- Venue information
- A resource audit checklist
- Two completed stakeholder feedback forms
- Needs assessment documentation used to develop a client or group program
- Workplace policy and procedure on program planning and development.

### Instructions to students:

For this task you need to put together a portfolio of documents that show you have contributed to at least three activities in leisure and health programming. Your portfolio can be set up using a display book, A4 binder with plastic pockets or A4 notebook. It should be clearly detailed and labelled according to the evidence required in this task.

You should provide copies of the following documents:

- Client, family or carer consent form (for permission to take photos of participating in the activities)
- Photos of each of the three different activities where you have contributed to the planning and implementation. This may be activities according to the activity plans you have developed in Assessment Task 2 – Part B.
- Venue details/information you have visited from a venue involved in an outing activity ie brochure, program outline from the venue, correspondence.
- A resource audit form or checklist.
- Two stakeholder feedback forms (one must be a staff member, one must be an allied health professional you have worked with during your work placement).
- Workplace policy and procedure for developing, implementing and evaluating programs and activities.

## Assessment Task 4: Workplace Project 2

### TASK SUMMARY:

There are two parts in this task:

- Part A: Students will complete a reflection and evaluation of three leisure and health activities.
- Part B: Students will document four activity modifications.

### RESOURCES AND EQUIPMENT REQUIRED TO COMPLETE THIS TASK

- Access to a work placement service.
- Access to workplace policies and procedures.
- Reflection and evaluation form template (provided).
- Activity modification template (provided).

### WHEN AND WHERE DO STUDENTS NEED TO COMPLETE THIS TASK?

- Students will complete this task at their workplace (this will be during their work placement, where applicable)
- Provide students with the due date for this assessment so they can write it in their Student Assessment Booklet.

### WHAT DO STUDENTS NEED TO SUBMIT?

- Part A: Three completed reflection and evaluation forms
- Part B: Four activity modifications.

### Instructions to students:

#### PART A – EVALUATE THREE ACTIVITIES

- For this task you are required to reflect on and evaluate three leisure and health activities. These activities must be activities in your workplace that you have been involved in with the planning and implementation.
- The evaluation should align with the three activities you provided evidence for in the Portfolio task for Assessment 3.
- Use the reflection and evaluation form provided to document your response. Adjust the template as needed adding additional rows where required.
- Review your evaluation with your workplace supervisor or relevant staff to ensure you have completed the evaluation correctly. Gather feedback from others on their observation when you discuss the evaluation with them.

#### INSTRUCTIONS TO THE ASSESSOR

##### ***Purpose of the task***

*The purpose of this task is for students to complete an evaluation of three leisure and health activities.*

##### ***Submission***

*Students need to submit completed evaluations of three leisure and health activities.*

##### ***Reassessment arrangements***

*If students have not completed the evaluation correctly, discuss timeframes for resubmission with the student when you tell them the outcome for this task.*

## UNIT MAPPING – CHCLAH002 Contribute to leisure and health programming

Application	This unit describes the skills and knowledge required to contribute to the creation, planning, coordination, delivery and evaluation of appropriate leisure and health activities for individuals and groups. This unit applies to workers in a range of community services and health contexts who provide leisure and health services
Licensing requirements	NA
Prerequisites	NA

Element	Performance criteria	Assessment Tasks			
		AT1	AT2	AT3	AT4
1. Identify activities to match leisure and health needs of the client or group	1.1 Work with health practitioners and key stakeholders to develop activity plans		A	✓	
	1.2 Collect and review relevant information to establish the needs of leisure and health clients, based on the leisure and recreation assessment		A	✓	
	1.3 Identify and review a range of possible activities to meet needs		A		
	1.4 Select activity focus and type based on client needs, organisation's criteria and resource availability		A		
	1.5 Undertake an activity analysis to match client needs to the characteristics of the activity		A		
	1.6 Undertake an assessment of outing requirements, where appropriate		C		
	1.7 Undertake risk assessment for activities, programs and outings		C		
2. Assist with the preparation of activity plan	2.1 Undertake appropriate planning of activities within team context to ensure client needs are met		B	✓	
	2.2 Incorporate consultation with clients and stakeholders into planning of activities		B	✓	
	2.3 Determine operational arrangements for conducting the activity and assess for feasibility		B	✓	

Element	Performance criteria	Assessment Tasks			
		AT1	AT2	AT3	AT4
	2.4 Develop and document goals and outcomes for each activity		B	✓	
	2.5 Include appropriate implementation and evaluation strategies in the activity plan		B		
	2.6 Develop plans to include activity modifications required to meet client needs		B		B
	2.7 Document resource adaptations, where appropriate, according to organisation procedures and protocols		B		B
	2.8 Ensure planned activities reflect accepted best practice in working with leisure and health clients		B		
	2.9 Document the activity plan according to organisation procedures and protocols		B		
3. Identify and obtain required resources	3.1 Devise and implement strategies to obtain and utilise necessary human, financial and physical resources		B	✓	
	3.2 Make submissions to potential sources, in accordance with relevant guidelines, where required resources are not readily available	Q4			
	3.3 Evaluate, select and arrange suitable locations for program implementation		B	✓	A
	3.4 Identify a range of leisure and recreation options and experiences suitable to client needs		A, B		
	3.5 Identify components of an activity relevant to the abilities of the client		A, B		
	3.6 Modify and adapt activities to meet client needs, where necessary		A, B		B
	3.7 Conduct resource audit	Q4	B	✓	A
4. Promote activity or program	4.1 Identify potential program users and design and distribute appropriate information to achieve maximum response		B	✓	

Element	Performance criteria	Assessment Tasks			
		AT1	AT2	AT3	AT4
	4.2 Evaluate effectiveness of promotional activities and make changes as indicated by response	Q2			A
	4.3 Develop motivational strategies to maximise client participation	Q2			
	4.4 Evaluate effectiveness of motivational strategies and make amendments as indicated by the response	Q2			A
5. Deliver activity or program	5.1 Implement activities in accordance with program plan, organisation guidelines and legislative requirements			✓	A
	5.2 Provide participants with access to a range of activities suited to their needs and interests		A, B	✓	A
	5.3 Develop flexible implementation plans to suit a variety of contexts and to cope with contingencies		B		A, B
	5.4 Adapt program to changing needs of participants as required		B		A
	5.5 Promptly address problems in delivery of activities				A, B
	5.6 Use effective facilitation techniques in the delivery of activities		B	✓	A
	5.7 Develop strategies to deal with challenging behaviour	Q6			
	5.8 Implement strategies to deal with challenging behaviour	Q6			
	5.9 Monitor levels of client participation	Q10		✓	A
	5.10 Amend activity to facilitate an appropriate level of client participation	Q2			B
6. Evaluate activity	6.1 Define criteria to judge program effectiveness in consultation with clients and stakeholders				A
	6.2 Routinely use appropriate evaluation, revision and development strategies during and after the activities				A

Element	Performance criteria	Assessment Tasks			
		AT1	AT2	AT3	AT4
	6.3 Collect, organise and report evaluation information in a format that is accessible and meaningful to clients and stakeholders	Q10			A, B
7. Document the activity or program	7.1 Determine documentation requirements that reflect accepted best practice in working within the leisure and health profession	Q7	B, C	✓	A, B
	7.2 Conduct documentation processes according to organisation guidelines and legislative requirements	Q7	B, C	✓	A, B
	7.3 Evaluate the effectiveness of documentation	Q7			A

Foundation skills	Description	Assessment Tasks			
		AT1	AT2	AT3	AT4
<p><i>The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance. Foundation skills essential to performance are explicit in the performance criteria of this unit of competency</i></p>					

Performance Evidence	Assessment Tasks			
	AT1	AT2	AT3	AT4
<p>The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:</p>				
<ul style="list-style-type: none"> <li>contributed to the planning, delivery and evaluation of 3 leisure and health activities for a client or group of clients</li> </ul>		B	✓	A
<ul style="list-style-type: none"> <li>documented 4 activity modifications/adaptations that have been investigated</li> </ul>		B		B
<ul style="list-style-type: none"> <li>visited a suitable outing venue for a chosen client or group of clients</li> </ul>			✓	

Knowledge Evidence	Assessment Tasks			
	AT1	AT2	AT3	AT4
The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:				
▪ at least 15 activity ideas that could be included in a holistic leisure and health program	Q1	A		
▪ current documentation requirements and expectations within the profession	Q7	A, B	✓	
▪ aspects of holistic health:	Q2, Q3			
– emotional	Q2, Q3	A, B		
– social	Q2, Q3	A, B		
– physical	Q2, Q3	A, B		
– mental	Q2, Q3	A, B		
– spiritual	Q2, Q3	A, B		
▪ levels of human needs	Q5			
– universal	Q5			
– developmental	Q5			
– special	Q5			
▪ legal and safety requirements as they relate to activities and programs	Q8, Q9	A, B	✓	
▪ risk and outing assessment process		C		
▪ relevant funding sources	Q4			
▪ provision of support to a diverse range of people and organisations		A, B	✓	
▪ cross cultural communication, negotiation and facilitation	Q5			A
▪ work health and safety (WHS) principles and practices	Q8	B		A



Assessment Conditions	Assessment Tasks			
	AT1	AT2	AT3	AT4
Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace. The following conditions must be met for this unit:				
• use of suitable facilities, equipment and resources, including:		All	✓	All
– individualised plans and equipment or resources outlined in the plan		A, B	✓	
– information/documentation relevant to leisure and health activities		All	✓	All
– scenarios that focus on working within an interdisciplinary team with leisure and health responsibilities		A, B	✓	A, B
Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.	RTO to ensure			

SAMPLE

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# ASSESSMENT RECORD TOOL

CHCLAH002

Contribute to leisure and health programming

Student first name: \_\_\_\_\_

Student last name: \_\_\_\_\_

## Introduction

### Assessment requirements

This record tool is to be used to record the assessment decisions for CHCLAH002 Contribute to leisure and health programming.

Assessment is based on a number of forms of evidence, as follows:

- Task 1: Written questions
- Task 2: Workplace Project 1
- Task 3: Portfolio
- Task 4: Workplace Project 2

### Recording assessment outcomes

Use this Assessment Record Tool to record the outcomes of each assessment task related to this unit. Add any further comments about the student's performance to the Assessment Cover Sheet for the relevant task.

### Marking Guide

Refer to the Marking Guide for further instructions and details about each assessment task.

## Assessment Checklists

Use the checklists below to record the outcomes of each task.

Record each outcome on the Record of Assessment Outcomes at the end of this document.

**ASSESSMENT TASK 3: ERROR! REFERENCE SOURCE NOT FOUND.**

Did the student:			Comments
	Yes	No	
<input type="checkbox"/> Provide completed and signed consent forms?			
<input type="checkbox"/> Provide evidence of being involved with delivering three activities or programs? For example, photographs			
<input type="checkbox"/> Provide information for an external venue they have visited as part of a leisure and health activity or program? For example, a brochure or venue information, programs etc.			
<input type="checkbox"/> Provide a copy of a resource audit used in the workplace?			
<input type="checkbox"/> Provide two completed stakeholder forms using the forms provided? One from a staff member or volunteer and one from an allied health professional they worked with as part of the team?			
<input type="checkbox"/> Submit a sample of workplace needs assessment documentation used to develop activities and programs?			
<input type="checkbox"/> Include copies of workplace policies and procedures related to program planning, implementation or evaluation?			
Please add any feedback to the student about this task on the Assessment Cover Sheet. Keep a copy of the completed Assessment Task Cover Sheet.			
Please note any reasonable adjustments made for this task below.			
Assessment Task 3 Outcome	Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/>		Date:
Trainer/assessor name:		Trainer/assessor signature:	

## Record Of Assessment Outcomes: CHCLAH002

This section records the outcome of each task/assessment requirement so that the final assessment outcome can be determined for CHCLAH002 Contribute to leisure and health programming.

The table below shows all the assessment requirements for this unit. Once a student has satisfactorily completed all requirements related to the unit, they can be given a Final Assessment Result of 'Competent'. A number of spaces have been provided to record multiple attempts. Final Assessment Results should only be recorded once all tasks have been attempted.

Assessment Tasks	Task Outcome		
	Satisfactory (S) Not satisfactory (NS)	Date	Assessor initials
Assessment Task 1: Written questions			
Assessment Task 2: Workplace Project 1			
▪ Part A			
▪ Part B			
▪ Part C			
Assessment Task 3: Portfolio			
Assessment Task 4: <b>Error! Reference source not found.</b>			
▪ Part A			
▪ Part B			
<b>Final Assessment Results</b>	<b>Result (C/NYC)</b>		<b>Date</b>
CHCLAH002 Contribute to leisure and health programming			
Student name:			
Assessor name:			
Assessor signature:		Date:    /    /	