



**AUSTRALIAN
HEALTHCARE**
QUALIFICATIONS & TRAINING

Learner Assessment

Task 1 - Written Questions

Unit Code: CHCPRP001

Unit Name: Develop and maintain networks and collaborative partnerships

Qualification:

Participant Name: _____

Version Control:

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Assessment Information

Unit Code & Title:	CHCPRP001 - Develop and maintain networks and collaborative partnerships
Unit Descriptor:	This unit describes the skills and knowledge required to identify networking and collaboration needs and develop formal and informal partnerships to enhance service delivery and improve professional practice.
Application of the Unit:	This unit applies to work in all industry sectors, and to individuals who take pro-active responsibility for improving collaboration between workers and organisations.
Elements:	<ol style="list-style-type: none"> 1. Identify networking and collaboration needs and opportunities 2. Develop collaboration strategies 3. Work collaboratively 4. Represent the organisation 5. Maintain and enhance networks and collaborative partnerships
Performance Knowledge:	<p>Evidence must be shown of learners' 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"> • Developed strategies for networking and collaboration for at least 1 organisation • Worked collaboratively with external individuals or groups in at least 3 different service delivery situations
Knowledge Evidence:	<ul style="list-style-type: none"> • Legal and ethical considerations for collaborative practice, including: <ul style="list-style-type: none"> - Copyright and intellectual property - Privacy, confidentiality and disclosure • Principles of networking and collaboration • Different types of networks and collaboration: <ul style="list-style-type: none"> - Organisational - Individual - Virtual - Formal/informal • Benefits of networking and collaboration: <ul style="list-style-type: none"> - For clients - For the organisation - For the worker • Values, limitations and dynamics of networks and collaborative partnerships • Industry structure and interrelationships between different organisations, both public and private • Established networks in relevant area of work: <ul style="list-style-type: none"> - Structure - Key stakeholders - Vision and purpose - Opportunities for participation

**Assessment
Conditions:**

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- Use of suitable facilities, equipment and resources, including information relating to peak bodies, network groups and web-based network services
- Modelling of industry operating conditions, including presence of situations that allow interactions with individuals and organisations.

Instructions to the student

Purpose of this assessment

This Assessment is designed to test your knowledge and skills against the criteria that is required in order for you to identify networking and collaboration needs and develop formal and informal partnerships to enhance service delivery and improve professional practice.

Methods of Assessment

The assessments have been developed in consideration to assessment requirements, learning environment and the expectations by industry.

To be deemed competent in this unit of competency the following assessment requirements must be completed. You must achieve a satisfactory result for each task to be deemed competent in this unit.

Assessment Task 1 – Written Questions – The Written Questions provided in this assessment kit is required to be completed. Assessment Task 1 may be completed within allocated training time or during periods of self-study.

Assessment Task 2 – Case Studies – The Case Study/ies provide an opportunity for you to demonstrate your knowledge and skills aligned to settings that reflect your industry. Written answers to questions relating to the different case studies is required. You are required to read the case studies and answer all the questions satisfactorily. Assessment Task 2 may be completed within allocated class time or during periods of self-study.

Assessment Task 3 – Research Project – This Research project provides an opportunity for you to demonstrate their knowledge and understanding of the real work setting. You are required to read and follow the research project instructions in order to review and analyse practices in the workplace. The task requires you to work in collaborate with a supervisor or manager within your workplace.

Assessment Task 4 – Workplace Project – This practical project provides an opportunity for you to demonstrate your competency in a practical real work setting. You are required to read the project instructions This may include; collecting and providing documents, providing answers/information to the items listed and/or providing answers to written questions. You are to complete the project without the guidance from the Trainer/Assessor. Where you are not able to undertake the practical project in the workplace, your Trainer /Assessor will provide you support by creating a simulated situation. Where a simulated environment has been created your Trainer/Assessor will record this as a reasonable adjustment to the assessment method.

Resources needed for assessment:

- Learner Guide
- Policies and procedures
- Learning material (which includes simulated environment and related tools and learner guide)
- Information relating to peak bodies, network groups and web-based network services

What you need to do:

- Complete the activities as described above
- Take a photo copy of your work if you would like to
- Collect all of the required evidence and provide to your trainer
- Sign the Assessment Agreement
- Submit the completed assessment kit to your assessor.

If you have any difficulties or there is anything you don't understand, talk with your Trainer/Assessor; they are here to help you. Never be too afraid to ask about anything you don't understand related to safety and do not attempt to complete tasks you are unsure about. You can raise any concerns with your trainer/assessor.

Your assessor will provide you with feedback both verbally and in writing.

Assessment outcomes

Satisfactory – Evidence provided meets the requirements of the assessment method and unit of competency

Not Satisfactory – Evidence provided does not meet the requirements of the assessment method and unit of competency.

If you have been given a Not Satisfactory assessment outcome you will be given the chance to review with your assessor and discuss the area/s for improvement and time will be elected where you will be required to resubmit the Assessment Workbook as per the assessors instructions. If you receive a Satisfactory outcome for the individual Assessment Mode, then this outcome will contribute to final judgement of competency for this unit.

Reasonable Adjustment

Special consideration may be applied, and reasonable adjustment given to this assessment, as required. (*See further information in student handbook – Access & Equity and RTO policies and procedures – Assessment Policy*).

Any adjustments made to standard assessment will be documented clearly in assessment kit either at the front of the booklet or in the individual competency record.

Document any adjustments to standard assessment

Reassessment

Where you are found not yet competent, the RTO will provide three further opportunities to achieve competency at no cost. If you request to be re-assessed after the 3 attempts a cost of \$200 per unit will be applied and any attempt thereafter. (*see Assessment Policy for further information*).

Assessment Agreement

An assessment agreement is required to ensure that all students are aware of the process and purpose of an assessment and the requirements that achieve competence in this unit.

Student Full Name:	
Unit Code and Title:	CHCPRP001 – Develop and maintain networks and collaborative partnerships
Qualification:	

Please tick as appropriate	Yes	No	Comment
The purpose of the assessment has been clearly explained			
Assessment methods and outcomes required have been clearly explained and I understand what is required of me to achieve competency in this unit			
I have been made aware of the Assessment and Appeals Policy			
I have discussed any special needs to be considered during assessment with my assessor			
I understand I have three attempts to complete each task satisfactorily. After three attempts, \$200 per unit will be charged to reassess the unit of competency. If after the fourth attempt I am deemed 'Not Yet Competent', I will be required to do further training before reattempting this unit.			
I give permission for the RTO to use my assignment for assessment moderation / validation purposes.			
<p>I declare that I understand how assessment will take place for this unit.</p> <p>I also understand that work completed towards this assessment must be verifiably my own.</p>			
<p>Student's Name: _____</p>			
<p>Student's Signature: _____</p>		<p>Date: ___ / ___ / _____</p>	
<p>Assessor's Name: _____</p>			
<p>Assessor's Signature: _____</p>		<p>Date: ___ / ___ / _____</p>	

Assessment Task 1 - Written Questions

Assessment description

This assessment task requires you to provide answers to the listed written questions.

1. How can individual and organisation performance be improved through collaboration?

Assessor Use Only: Satisfactory response provided

YES NO

2. How does identifying the organisation and individuals needs assist with prioritising?

Assessor Use Only: Satisfactory response provided

YES NO

3. What questions can you ask yourself to determine if there are any gaps in the network or collaboration taking place?

Assessor Use Only: Satisfactory response provided

YES NO

3b. Where a gap has been identified, what action could you take to address it?

Assessor Use Only: Satisfactory response provided

YES NO

4. Research and select three (3) relevant services, organisations and/or key people that you could collaborate with to provide support to clients and/or yourself or your organisation. Provide the following details;
- The Organisations name
 - The key services it provides
 - Any key contacts and what their title / function is
 - List the other groups/organisations may this organisation network with

Assessor Use Only: Satisfactory response provided

YES NO

5. Describe the term intersectoral.

Assessor Use Only: Satisfactory response provided

YES NO

5b. Provide two (2) examples of an intersectoral relationship you may be able to develop and how you would initiate a relationship.

Organisation, service, key person	Initiate relationship by:
<p>Assessor Use Only: Satisfactory response provided</p>	

YES NO

6. Select an organisation from question five (5) and answer the following questions.

- Where does the organisation sit within the community services industry – is it a government agency, privately owned organisation, public not for profit?
- What connections does this organisation have to other organisations?
- Who are the key stakeholders?
- What is the main purpose/vision of the organisation?
- What opportunities are there to network or collaborate?

Assessor Use Only: Satisfactory response provided

YES NO

7. List two (2) ways to conserve resources.

1.

2.

Assessor Use Only: Satisfactory response provided

YES NO

7b. What are the benefits of sharing information and resources?

Assessor Use Only: Satisfactory response provided

YES NO

8. Describe how you would maintain currency of the following information and why you would need to update it;

- Contact details
- Services
- Agencies

Information	Reasons for updating information	What to do
Contact's detail		
Services		
Agencies		
Assessor Use Only: Satisfactory response provided YES <input type="radio"/> NO <input type="radio"/>		

9. When might you be required to be involved in a process of collaborative negotiation?

Assessor Use Only: Satisfactory response provided

YES NO

9b. What is important to remember when negotiating throughout collaboration?

Assessor Use Only: Satisfactory response provided

YES NO

10. What is the purpose of documenting collaboration and negotiation?

Assessor Use Only: Satisfactory response provided

YES NO

11. How can participating in network opportunities assist you in;

- a. Contributing to the organisations goals?**
- b. Supporting individual goals?**
- c. Reaching personal goals?**

Assessor Use Only: Satisfactory response provided

YES **NO**

12. When planning and implementing integrated projects and service delivery what steps can you take to ensure the project is successful?

Assessor Use Only: Satisfactory response provided

YES **NO**

13. Describe six (6) ways you can work collaboratively with others in an informal and formal way.

Formal	Informal
Assessor Use Only: Satisfactory response provided YES <input type="radio"/> NO <input type="radio"/>	

14. List two (2) advantages and disadvantages to collaborating and working in groups in a virtual environment

1.

2.

Assessor Use Only: Satisfactory response provided

YES NO

15. Provide three (3) examples of the benefits that networking, and collaboration can have on;

- Clients
- The organisation
- Yourself as an employee in a support worker role

Clients	The Organisation	Individual Support Workers
Assessor Use Only: Satisfactory response provided YES <input type="radio"/> NO <input type="radio"/>		

16. List four (4) limitations of networking and collaborating.

1.

2.

3.

4.

Assessor Use Only: Satisfactory response provided

YES **NO**

17. Describe the actions you can take to ensure you promote a positive image of the organisation when representing the company by networking or during collaboration.

Assessor Use Only: Satisfactory response provided

YES **NO**

18. The following table provides details of who you may be required to communicate with and an example of information, policy or practice that you may be required to communicate. In the third column detail the communication method you would apply to provide this information. Remember to consider the receiver of the information and the type of information needing to be delivered.

Who you communicate with	Example of information regarding a policy, practice or issue to be communicated	Possible communication method/s
Internal clients		
External clients		
Professional networks		
Funding bodies		
Political groups		
Community groups and associations		
Assessor Use Only: Satisfactory response provided YES <input type="radio"/> NO <input type="radio"/>		

19. In your own words (between 50 & 100 words), describe the confidentiality laws you are required to adhere to in order to protect your clients, the organisation and the network of which you are a part of and how you implement these measures throughout your role.

Assessor Use Only: Satisfactory response provided YES NO

20. List six (6) actions you take to maintain strong relationships that will benefit the client and the organisation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Assessor Use Only: Satisfactory response provided YES NO

21. Why is it important to monitor the network and collaborative relationship to ensure it is still providing benefits to either the worker, organisation or client?

Assessor Use Only: Satisfactory response provided

YES **NO**

21b. List four (4) reflective questions you could ask yourself to determine if it is still a valuable partnership.

1.

2.

3.

4.

Assessor Use Only: Satisfactory response provided

YES **NO**

22. List three (3) examples of strengths and weaknesses of collaboration.

1.

2.

3.

Assessor Use Only: Satisfactory response provided

YES **NO**

23. Provide four (4) strategies that you can adopt that will assist you in maintaining and improving networks and collaborative partnerships.

1.

2.

3.

4.

Assessor Use Only: Satisfactory response provided

YES **NO**

24. Describe in your own words (approx. 50 words) the principles of networking and collaboration.

Assessor Use Only: Satisfactory response provided

YES **NO**

Written Questions Assessment Record

CHCPRP001

Develop and maintain networks and collaborative partnerships

Reasonable Adjustments made			
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Assessment activity Task 1 – Written Questions	Satisfactory	Not Satisfactory	Assessor Initials
Date: ___ / ___ / _____			

Assessment Guide

Satisfactory	The Assessor has reviewed the Assessment Workbook against the requirements of the Assessment Mode and is satisfied that all requirements have been met.
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Not Satisfactory	The Assessor has reviewed the Assessment Workbook against the requirements of the Assessment Mode and is not satisfied that all requirements have been met.
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Re- Assessment

___ / ___ / _____			
___ / ___ / _____			
___ / ___ / _____			
___ / ___ / _____			

Competency Record

Unit Code & Title:	CHCPRP001 - Develop and maintain networks and collaborative partnerships
Student Name:	
Assessment Strategies:	Satisfactory Unsatisfactory
	Assessment Task 1 - Written Questions
Student Feedback:	
Assessment Result:	<p>The participant is COMPETENT</p> <p>The participant is NOT YET COMPETENT</p>
Assessor Declaration:	<p>Evidence of Competency is:</p> <p style="text-align: center;">Valid Authentic Sufficient Current</p> <p>All of the above assessment modes have been met</p> <p>The assessment has been modified due to Reasonable Adjustment (see below)</p> <p>Gaps in performance were identified and reassessment completed (as per record of results)</p> <p>Feedback given to student: Written (above) Email (attached)</p>
Assessor's Name:	
Assessor's Signature:	Date: ____ / ____ / _____