



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

- **Units that are required to be completed for the Diploma of Children's Services**
- **Units that are required to be completed for the upgrade from Certificate III in Children's Services (or equivalent) to the Diploma of Children's Services.**

- **UNIT CHCCHILD1C Identify and respond to children and young people at risk of harm**

## Unit Descriptor

This unit applies to all those workers (including the professions) involved in delivering services to children and young people including in community services, health, policing, juvenile justice, recreation, family services, education, alcohol and other drugs work, mental health.

## ELEMENTS

1. Implement work practices which support the protection of children and young people
2. Report indications of possible risk of harm

- 
- **UNIT CHCCN1D Ensure children's health and safety**

## Unit Descriptor

## ELEMENTS

1. Maintain a clean and hygienic environment
2. Provide a safe environment
3. Supervise the safety of children
4. Travel with children safely
5. Administer medication within guidelines



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm.* You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● UNIT CHCCN2C Care for children

### Unit Descriptor

This unit describes the skills required by anyone working with children to ensure that their physical and emotional well being is maintained and their self-sufficiency nurtured. Workers may be under direct supervision or working autonomously.

### ELEMENTS

1. Provide physical care
  2. Create opportunities for children to develop their understanding of physical needs
  3. Establish an environment that encourages children to complete tasks themselves
  4. Respond to the emotional needs of children
  5. Settle new arrivals
- 

## ● UNIT CHCCN4D Respond to illness accidents & emergencies

### Unit Descriptor

### ELEMENTS

1. Implement procedures for infection control and prevention
2. Recognise and respond to signs of potential illness
3. Respond to emergencies and accidents
4. Respond to threats and situations of danger



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● UNIT CHCCN5C                      **Care for babies**

### **Unit Descriptor**

This unit describes the skills required by anyone working with babies/infants to ensure that their physical and emotional well being is maintained. Workers may be under direct supervision or working autonomously.

### **ELEMENTS**

1. Respond to babies/infants cues and need
  2. Develop and maintain a nurturing relationship with babies/infants
  3. Settle new arrivals
  4. Provide an environment that promotes security for children
- 

## ● UNIT CHCCS301A                      **Work within a legal and ethical framework**

### **Unit Descriptor**

This unit describes the knowledge and skills required by the workers to work within a legal and ethical framework that supports duty of care requirements.

### **ELEMENTS**

1. Demonstrate an understanding of legislation and common law relevant to work role
2. Follow the organisation's policies and practices
3. Work ethically
4. Recognise and respond when the clients rights and interests are not being protected



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● UNIT CHCFC1C Support the development of children in the service

### Unit Descriptor

This unit applies to workers who support the physical, social, emotional, psychological, language and creative development of children of the relevant age group.

### ELEMENTS

1. Support the development of children within the relevant age group
  2. Support the physical development of children within the relevant age group
  3. Support the social development of children within the relevant age group
  4. Support the emotional and psychological development of children of the same age
  5. Support the language development of children of the relevant age
  6. Support the creative development of children of the relevant age
  7. Support the cognitive development of children within the relevant age group
- 

## ● UNIT CHCIC1C Interact effectively with children

### Unit Descriptor

This unit describes the communication skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment. Workers may be under direct supervision or working autonomously.

### ELEMENTS

1. Communicate positively with children on an ongoing basis
2. Promote positive behaviour
3. Collaborate with children about their interests
4. Respect similarities and differences and encourage children to respect these differences
5. Support children in learning about the decision making process



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● UNIT CHCOHS301A Participate in workplace safety procedures

### Unit Descriptor

On completion of this unit, the worker will be able to identify occupational health and safety hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating and contributing to OHS management issues.

### ELEMENTS

1. Identify hazards and assess risk.
  2. Follow procedures and strategies for risk control.
  3. Contribute to OHS in the workplace.
- 

## ● UNIT CHCPR1C Deliver services/activities to stimulate children's development and enhance their leisure

### Unit Descriptor

This unit relates to conducting a range of activities that assist in enhancing children's developmental and leisure experiences. Work will be undertaken under direct supervision and will be in accordance with appropriate health and safety requirements and programs plans.

### ELEMENTS

1. Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure
2. Actively guide and encourage children to undertake a variety of developmentally appropriate activities
3. Facilitate children's play and leisure



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm.* You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

● **UNIT CHCPR3C**                      **Develop an understanding of children's interests and developmental needs**

**Unit Descriptor**

**ELEMENTS**

1. Gather information about the child through observation
  2. Gather information about the child from secondary sources
  3. Record observations appropriately
  4. Use observations and information collected to understand the child and contribute to program planning
- 

● **UNIT HLTF1A**                      **Apply basic First Aid**

**Unit Descriptor**

A current Senior First Aid Certificate from a Workcover approved provider is required for this unit.

**ELEMENTS**

1. Assess the situation
  2. Apply basic First Aid techniques
  3. Communicate details of the incident
- 

**STUDENTS UPGRADING FROM THE CERTIFICATE III IN CHILDREN'S SERVICES (OR EQUIVALENT) TO THE DIPLOMA OF CHILDREN'S SERVICES MUST COMPLETE THE FOLLOWING UNITS**

---



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCCN11C      **Establish, manage and monitor the implementation of a safe and healthy environment**

### **Unit Descriptor**

This unit describes the requirement for worker to establish, manage and monitor the implementation of a safe and healthy environment.

### **ELEMENTS**

1. Assess and improve the safety of environments
  2. Coordinate the response to accidents and emergencies
  3. Plan and monitor supervision
  4. Promote hygiene and safety practices
  5. Promote appropriate practices to respond to illnesses
  6. Monitor travel and excursions
  7. Provide guidance to workers when abuse is identified or investigated
  8. Monitor care provided by others
- 

## ● ● UNIT CHCCN8B      **Plan care routines**

### **Unit Descriptor**

This unit relates to working with the parents to detail the specific case needs of children and developing a plan to meet those needs.

### **ELEMENTS**

1. Plan daily routine
2. Adapt and change routines



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCCHILD2C Support the rights and safety of children within duty of care requirements

### Unit Descriptor

This unit applies to those workers who deliver services to children and relates to the safeguarding of children's rights and interests

### ELEMENTS

1. Work ethically
  2. Identify indicators of abuse and act appropriately
  3. Safeguard the rights and interests of children
- 

## ● ● UNIT CHCFC2C Foster and enhance children's development

### Unit Descriptor

This unit relates to the delivery of activities that are appropriate to children's developmental stages and needs and that foster independence and social interaction. Work would be based on programs developed for that purpose and would comply with relevant health and safety procedures.

### ELEMENTS

1. Create opportunities for children to develop and practice a wide range of physical skills that develop independence and autonomy
2. Provide experiences that promote mutual support and cooperation and the value of diversity
3. Provide experiences aimed at developing self esteem, self concept
4. Interact appropriately with the child to foster development



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCFC3C      **Foster and enhance children's social, emotional and psychological development**

### Unit Descriptor

#### ELEMENTS

1. Encourage children's independence and autonomy
  2. Foster children's developing self esteem and developing self concept
  3. Create opportunities and activities that encourage children to express their feelings, needs and ideas
  4. Provide experiences for children to support and cooperate with each other
  5. Provide opportunities for social interaction
- 

## ● ● UNIT CHCFC5C      **Foster and enhance children's cognitive and language development**

### Unit Descriptor

#### ELEMENTS

1. Assist children to develop thinking and problem solving skills
2. Stimulate children's awareness
3. Stimulate the child's use and understanding of language
4. Support the child's skills in their own (non English) language as relevant
5. Assess language development of the child and plan strategies for language development



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm.* You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCIC10C      **Establish and implement plans for developing responsible behaviour**

### **Unit Descriptor**

This unit relates to the establishment, monitoring and implementation of both individual and group plans for behaviour modification.

### **ELEMENTS**

1. Identify and review behaviour causing concern
  2. Establish and apply limits and guidelines for behaviour
  3. Develop a plan to guide a particular child's behaviour
  4. Implement and monitor behaviour plan
  5. Support children in learning about the decision making process
- 

## ● ● UNIT CHCPR2C      **Arrange/organise experiences which facilitate and enhance children's development**

### **Unit Descriptor**

This unit relates to the planning undertaken to ensure activities are defined, and the environment and resources developmentally appropriate to enhance children's leisure and play.

### **ELEMENTS**

1. Establish an environment that can foster children's development
2. Provide creative and challenging opportunities which stimulate learning and development of the child
3. Plan, implement and evaluate developmentally appropriate experiences for children
4. Encourage children's involvement in experiences



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm.* You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCIC12C      Plan the inclusion of children with additional needs

### Unit Descriptor

This unit has been written for workers who provide care for a range of children.

### ELEMENTS

1. Identify children with additional needs
  2. Develop a plan for inclusion
  3. Implement strategies to meet the child's additional needs
  4. Consult with others about ongoing issues that arise
  5. Monitor and review strategies
- 

## ● ● UNIT CHCOHS501A      Manage workplace OHS management system

### Unit Descriptor

This competency covers the establishment and maintenance of the OHS system within the area of managerial responsibility, in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees, clients and/or visitors present.

### ELEMENTS

1. Establish and maintain participative arrangements for the management of OHS.
2. Establish and maintain procedures for identifying hazards, assessing and controlling risk as well as dealing with hazardous events
3. Establish and maintain an OHS induction and training programs.
4. Establish and maintain a system for OHS records.



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm.* You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCPR10C      **Design, implement and evaluate programs of the service**

### **Unit Descriptor**

#### **ELEMENTS**

1. Design & implement programs with all those involved
  2. Design & implement programs to enhance development of children
  3. Design & implement programs which are relevant to the cultural and social contexts of the children and their community
  4. Develop appropriate settings and environments
  5. Monitor and evaluate programs
- 

## ● ● UNIT CHCPR9C      **Document, interpret and use information about children**

### **Unit Descriptor**

This unit relates to the collection of high quality information on children to assist in program planning

#### **ELEMENTS**

1. Gather and document detailed information about the child
2. Monitor children's developmental progress and develop understanding of individual children
3. Use information from observations with others
4. Use information to plan the program
5. Design observation systems with others





# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCORG14B      **Manage a service organisation**

### **Unit Descriptor**

Planning and monitoring the development direction and changes of a complex organisation, range of programs or major program area.

### **ELEMENTS**

1. Coordinate organisational planning
  2. Design and implement the structures and process of the organisation
  3. Implement evaluation processes
  4. Enable organisation to meet legal requirements
  5. Establish the profile of the organisation and market its services
  6. Give direction for the effective management of the organisation
  7. Manage changes in the organisation
- 

## ● ● UNIT CHCIC11B      **Implement and promote inclusive policies and practices**

### **Unit Descriptor**

This unit describes the requirement for worker to implement and promote inclusive policies and practices.

### **ELEMENTS**

1. Support the development of inclusive policies
2. Demonstrate inclusive practices
3. Support the development of inclusive practices in the service
4. Support the development of inclusive resources
5. Promote respect for diversity among children



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm.* You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCFC8A      **Provide experiences which enhance children's development and learning**

### **Unit Descriptor**

This unit relates to the development and delivery of programs that match children's developmental stages and promotes a desire to learn and provides skills to do so through science, mathematics, technology and environmental experiences and through dramatic, imitative and imaginative play experiences.

### **ELEMENTS**

1. Promote children's participation in a wide range of experiences to enhance their learning and development
  2. Promote opportunities for a wide range of developmentally appropriate experiences in science mathematics technology and the environment
  3. Provide developmentally appropriate dramatic and imaginative play experience for children
- 

## ● ● UNIT CHCFC7C      **Use music as a medium to enhance children's experience and development**

### **Unit Descriptor**

This unit is an essential part of the programming and delivery of child care services and aims to provide essential developmental experiences in music and movement.

### **ELEMENTS**

1. Provide a range of developmentally appropriate music and movement experiences
2. Support facilitate and extend children's participation in music and movement
3. Plan and implement a range of developmentally appropriate music and movement experiences



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm.* You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCFC6C      **Provide experiences which facilitate children's expressive development**

### **Unit Descriptor**

This unit is an essential part of delivery of child care services and relates to developing and delivering programs that provide opportunities for children to develop and experiment with self expression through visual arts experiences and through language and literature experiences

### **ELEMENTS**

1. Plan, provide and implement integrated visual arts experiences for children
2. Plan and implement developmentally appropriate language and literature experiences for children

---

## ● ● UNIT CHCCN3C      **Prepare nutritionally balanced food in a safe and hygienic manner**

### **Unit Descriptor**

This unit covers the preparation of nutritionally balanced food for babies, children and young people applying basic food handling practices including personal hygiene. This unit supports the implementation of national and state food safety legislation and regulations.

### **ELEMENTS**

1. Plan food and drink provision
2. Maintain food safety while carrying out food handling activities



# RCC Evidence Assessment Diploma of Children's Services CHC50302 Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

## ● ● UNIT CHCORG3B      Participate in the work environment

### Unit Descriptor

Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.

### ELEMENTS

1. Contribute to the effective operation of the workgroup
2. Review and develop own work performance
3. Work cooperatively with others
4. Contribute to the development of policies, practices and structures of an organisation