



**NATIONAL COMPETENCY STANDARD &
COMPETENCY BASED TRAINING CURRICULUM
FOR
HEALTH CARE AND SUPPORTIVE ASSISTANT
NVQ LEVEL 2
(Competency Standard Code: N85S025)**



**Developed and Validated by;
National Apprentice & Industrial Training Authority
971, Sri JayawardenepuraMawatha,
Welikada,
Rajagiriya.**



**Endorsed by;
Tertiary & Vocational Education Commission
"NipunathaPiyasa",
354/2, ElvitigalaMawatha,
Colombo 05.**

Ministry of Skills Development, Employment and Labour Relations

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354/2, "Nipunatha Piyasa", Elwitigala Mawatha,
Narahenpita, Colombo 5, Sri Lanka.

Tel: +94115849291

Fax: +94 112555007

E-mail: info@tvec.gov.lk

Web: www.tvec.gov.lk

Directed by

Ministry of Skills Development, Employment and Labor Relations

PREFACE

National Competency Standards (NCS) and curriculum are an essential element for the implementation of a unified Technical and Vocational Education & Training System for Sri Lanka and forms the basis for the National Vocational Qualification Framework of Sri Lanka, which provides for the award of nationally recognized qualifications. The NCS are developed in consultation with industry and are designed using a nationally agreed specific format to maintain uniformity and consistency of standards amongst occupations.

The NCS specify the standards of performance of a competent worker and the various contexts in which work may take place. NCS also describe the knowledge, skills and attitudes required in a particular occupation. NCS and curriculum provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competencies acquired either following training or through work experience.

NCS focus on what is expected of a worker in the workplace and the curriculum focus the learning process.

- NCS stress upon the ability to transfer and apply knowledge and skills to new situations and environments.
- In NCS and curriculum the emphasis is upon outcomes and upon the application of knowledge and skills, not just the specification of knowledge and skills.
- NCS and curriculum are concerned with what people are able to do and the ability to do a task in a range of contexts.
- NCS and curriculum include all aspects of workplace performance and not only narrow task skills. NCS can serve a number of purposes including:
 - Providing advice to curriculum developers about the knowledge, skills and attitudes to be included in the curriculum.
 - Providing specifications to Competency Based Assessors about the knowledge, skills and attitudes to be demonstrated by candidates.
 - Providing advice to industry about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

The lead organization for the development of NCS and curriculum is the National Apprentice & Industrial Training Authority. The standards so developed are endorsed by the Tertiary & Vocational Education Commission as National Documents.

There is a requirement to review the standards within the prescribed period as appropriate as and when required, with the assistance of relevant industry groups and incorporate the changes in the National Competency Standards.

Mr.Tharanga Naleen Gamlath
Chairman
National Apprentice & Industrial Training
Authority

Mr. R.D.S.Kumararatne
Director General
Tertiary & Vocational Education
Commission

**NATIONAL COMPETENCY STANDARD & COMPETENCY BASED TRAINING CURRICULUM
FOR
CURRICULUM
HEALTH CARE AND SUPPORTIVE ASSISTANT
NVQ LEVEL 02
(Competency Standard Code: N85S025)**

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Section 01

**NATIONAL COMPETENCY STANDARD & COMPETENCY BASED TRAINING
CURRICULUM
FOR
CURRICULUM
HEALTH CARE AND SUPPORTIVE ASSISTANT
NVQ LEVEL 02
(Competency Standard Code: N85S025N85S025)**

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National Vocational Qualifications (NVQ)

National certificate at **NVQ Level (02)** in the Occupation of **Health Care & Supportive Assistant** will be awarded to those who are competent in units 01+02+03+04+05+06+07-
N85S025Q1L2

Section 1

UNIT TITLE	Communicate with the client
UNIT DESCRIPTOR	This unit covers the competencies required to maintain effective and trustful communication and relationships with the client.
UNIT CODE	N85S025U01
Element of competence	Performance Criteria
1. Identify the client	<p>1.1 Methods for communication are identified to achieve the best quality care service outcomes.</p> <p>1.2 Request and Complaints are communicated to relevant persons accordance with organizational policy.</p> <p>1.3 Interpreter services are assisted as required.</p>
2. Maintain good interpersonal relationship with the client	<p>2.1 Rapport is established as per the instruction</p> <p>2.2 Active listening techniques and skills are practiced as per the communication guidelines</p> <p>2.3 Client concerns and needs are identified correctly with the guidance of a superior/ senior person.</p> <p>2.4 Effectiveness of interpersonal interaction is maintained under the given instructions</p>
3. Act in a respectful manner at all times	<p>3.1 Respect for differences is demonstrated positively, actively and consistently in all work.</p> <p>3.2 Confidentiality and privacy of the client are maintained always without prejudice.</p> <p>3.3 Courtesy is demonstrated in all interactions with the client, visitors, other staff and family</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or where home care is given.

Elaboration of terms in the Performance Criteria:

Appropriate sources may include: physician, nursing officer, therapists, senior Health Care and Supportive Assistant

Appropriate communication strategies may include:

Active listening

- Respectful responding
- Development and establishment of empathy and rapport
- Positive Feedback
- Interpretation
- Setting role boundaries
- Negotiation
- Congruence of communication and action
- Follow up communication

Respect for differences may include:

- Physical
- Cognitive/mental or intellectual issues that may impact on communication
 - Aggressive and suited
- Cultural and ethnic
- Religious/spiritual
- Social
- Age and gender
- Language literacy and numeracy abilities
- Sexuality and sexual preference

Confidentiality and privacy of clients may include:

- Medical conditions
- Health fund entitlements
- Welfare entitlements
- Payment methods and records
- Public environments
- Legal and ethical requirements
- Obtaining details (*i.e.* medical and consent forms)
- Conversations on the telephone (etiquette)
- Secure location for written records
- Offering a private location for discussions
- Information disclosed to an appropriate person consistent with one's level of responsibility
- Sexuality and sexual preference

The following tools, equipment & material are included within this unit.

- Telephone and telephone index
- Log book
- Cupboards for the keep the record

Critical Aspects

- Practice ethical code of the health care & supportive assistant
- Communicate appropriately with the client, guardian, family and other staff
- Follow Occupational Health & Safety (OHS) procedures

References/Standards:

- Organizational procedure and guidelines
- List of duties
- Client assessment notes by care professionals
- Contact information
- Relevant sections of Factories Ordinance No 45 of 1942 with subsequent amendment

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

UNDERPINNING KNOWLEDGE

- Organizational policies & procedures
- Patient's rights
- Confidentiality of information provided
- Cultural diversity & customs
- Relevant legal aspects
- World health Organization
- Occupation Health and Safety Procedures (OHS)
- Client centered care
- Communication theory
- Needs of client / patients (Physical, mental, social and spiritual)

UNDERPINNING SKILLS

- Interpersonal communication
- Interpretation
- Listening techniques
- Team work
- Use of Personal Protective Equipment (PPE)

Worker Behavior / Attitudes

- Willingness to learn
- Stress tolerance
- Punctuality
- Honesty
- Patience
- Activeness
- Cleanliness
- Dedication
- Active listening

UNIT TITLE	Assist in Daily Living Activities and Instrumental Activities
UNIT DESCRIPTOR	This unit covers the competencies required to assist other care workers or client in performing Assist in Daily Activities (ADL) and Instrumental Activities in Daily-Living (IADL) tasks.
UNIT CODE	N85S025U02
Element of competence	Performance Criteria
1. Maintain client unit	<p>1.1 Pre-preparation activities performed as per safety standards</p> <p>1.2 Cleanliness, neatness, ventilation and lighting of the client living area is maintained as client's preferences and given instruction</p> <p>1.3 Bed is prepared neat and tidy according to the given instruction</p>
2. Attend safety	<p>2.1 Possible accidents and hazards in living area are identified</p> <p>2.2 Preventative and safety measures are ensured according to the safety standards</p> <p>2.3 Status and situation of the accident is assessed immediately.</p> <p>2.4 First aid is done according to the nature of the injury</p> <p>2.5 Special service, required for the accident is arranged as per the condition of the client according to the organization policy</p> <p>2.6 Reporting and recording are done according to organizational procedures.</p>
3. Follow emergency procedures	<p>3.1 Different fire protection equipment, material and their method of use are identified</p> <p>3.2 Emergency procedure regarding alliance and accident are followed</p> <p>3.3 Safety warning alarm and evacuation procedures are identified</p>
4. Assist to maintain personal hygiene	<p>4.1 Assistance is provided to carry out personal hygiene/self-care tasks according to given instruction</p> <p>4.2 Cross infections are minimized by hand washing techniques and use of PPE</p> <p>4.3 Client is well groomed and any requested beautification tasks are supported as per advice by guardian and according to the organizational guidelines</p>
5. Assist in elimination and disposal of waste	<p>1.1 Protective materials are always used when performing procedure</p> <p>1.2 Hand washing procedure is practiced as per guidelines</p> <p>1.3 Elimination activities are assisted with or without the support of a superior and ensuring the correct use of equipment and materials</p>

	<p>1.4 Client, and the client unit is cleaned after elimination activities as per the given instruction</p> <p>1.5 General waste and body waste are sorted out and disposed as per given instructions</p> <p>1.6 Used items are cleaned and stored as per the given instructions</p>
6. Perform laundry activities for the client	<p>6.1 Soiled clothes and linen fabrics are sorted according to the texture, weight color and size</p> <p>6.2 Soiled clothes and other materials are washed and dried ensuring safety practices</p> <p>6.3 Dried clothes are ironed, folded and stored ensuring safety procedures</p>
7. Assist for mobility	<p>7.1 Required mobility equipment are identified and inspected for usability based on the given instruction</p> <p>7.2 Assistance is provided for other care worker or the client to carry out mobility tasks as per given instruction</p> <p>7.3 Safety and security are ensured while mobilizing the client as per given instruction</p>
8. Support recreational activities	<p>8.1 Health Care and Supportive Assistant s are helped to performed recreational activities of the client as per the request and facilities.</p> <p>8.2 Comfort, safety and security are assured before, while and after recreational activities as per the organizational guidelines</p>
9. Support arranging transport for the client	<p>9.1 Transport services are requested, get approved arranged and paid as per instructions</p> <p>9.2 The client is accompanied with a superior care worker while traveling as per the instructions</p> <p>9.3 Comfort, safety and security are assured before, while and after traveling as per the organizational guidelines</p> <p>9.4 Relevant superiors, authorities and personnel are reported departures, arrivals and any delays as per the organizational standards</p>
10. Support shopping, telephoning and housekeeping	<p>10.1 Client is accompanied with a superior care worker for shopping and visits to his/her preferred vendors as per the instructions</p> <p>10.2 Any purchasing activity is helped as requested by the supervisor and family members/guardian and according to the request</p>

	<p>10.3 The client is assisted to receive and dial phone calls as per the request</p> <p>10.4 Client and other care workers are supported to ensure safety, security and comfort as per instruction</p> <p>10.5 Client and other care worker are helped in housekeeping, maintenance and meal preparation activities according to the instructions</p> <p>10.6 Assistance is provided to prepare food hygienically according to given instructions and assist care person/ client for feeding</p> <p>10.7 Cleaning agents, sanitizing agents and equipment are arranged as per the requirement</p> <p>10.8 Client and other care workers are assisted to performed laundry activities as per advice</p>
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Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or where home care is given.

Elaboration of terms in the Performance Criteria:

- **Personal hygiene/ self-care:** hair wash, body wash, change of clothes, mouth care and skin care, etc....
- **Elimination activities may include:** pass urine and stool
- **Recreational activities** may include social, cultural and religious activities.

The following tools, equipment & material are included within this unit.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Bed • Matrasses • Top sheet • Bottom sheet • Mackintosh • Draw sheet • Pillow and Pillow case • Bedside locker • Trolley • Broom • Cleaning tools and equipment • Garden broom • PPE • Tooth brush tooth paste • Comb | <ul style="list-style-type: none"> • Shaving razor • Forceps • Kidney tray and galley pots • Food plate, cutlery and crockery • Apron • Pampers of each size • Bed Pan • Elimination consumables • Elimination aid • Detergent and Disinfectant Solution • Bins with color codes • Commode chair • Different currencies • Notes • Coins and ATM Cards (Credit /Debit |
|---|---|

National Competency Standards and Curriculum
Occupation/Occupational Area: Health Care & Supportive Assistant

- manicure-and pedicure-set cards)
- Towels (bath and face)
- Soap tray
- Paper tissue
- Cleaning tools, equipment and electrical appliance

Critical Aspects

- Ensure privacy and confidentiality
- Respect Cultural diversity
- Follow Occupational health and safety
- Maintain cleanliness of client /Health Care and Supportive Assistant personal hygiene
- Maintain transparency, confidentiality and trustworthiness in money handling
- Adhere to ethical behavior

References/Standards:

- Health Care and Supportive Assistant observation and service notes, medical records and notes
- Organizational procedure and guideline
- Checklist and list of duties
- Client assessment notes by care professionals
- Contact information
- International hand washing guidelines
- Material safety data sheet

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

UNDERPINNING KNOWLEDGE

- Personal and living area hygiene
- Infectious cycle and prevention techniques
- PPE (Personal Protective Equipment)
- Basic knowledge about food preparation
- Knowledge on physical properties of the client living environment and safety measures
- Self-coping mechanism techniques
- Knowledge of elimination pattern
- Understanding culture and social dimensions of personal hygiene and beautification
- Different types of beds
- Waste disposal methods
- Material safety data sheet
- Basic knowledge about mobility and other hygiene equipment
- Various currencies and payment methods
- Shopping and preparing foods, beverages and snacks
- Safety, security and comfort in work

UNDERPINNING SKILLS

- Interpretation
- Practice hand washing techniques
- Mobilization, lifting moving and handling skills
- Practice Personal hygiene and its procedures
- Practice bed making procedures
- Skills to assist elimination
- Handling PPE
- Use of mobility equipment
- Record keeping
- Performing various payment methods
- Handling Currencies and ATM Cards
- Transferring, mobilizing, lifting and moving of the client
- Performing cleaning and sanitizing methods
- Practice separation and dispose techniques
- Performing laundry techniques

National Competency Standards and Curriculum

Occupation/Occupational Area: Health Care & Supportive Assistant

- settings
- Housekeeping, waste disposal and using detergents and disinfections
- Types of cleaning and disinfectant agents
- Various type of household electrical appliances
- Positioning, lifting, moving, ambulating client
- Knowledge of body mechanics
- Health and safety practices
- Laundry activities
- Solid waste handling
- Basic knowledge about Food safety and allergy
- Knowledge of using home appliances
- Handling land phones and mobile phones
- Handling transportation and reading a map
- Handling household electrical appliances
- Positioning, lifting, moving, ambulating client

UNIT TITLE	Maintain client unit
UNIT DESCRIPTOR	This unit covers the competencies required to maintain cleanliness and arranging of the client unit to ensure safety, comfortability and appearance
UNIT CODE	N85S025U03
Element of Competence	Performance Criteria
1. Clean the living area	<p>1.1 Furniture and walls are cleaned with a wet duster to remove dirt and dust according to the procedure manual.</p> <p>1.2 Floor is swept and mopped with an antiseptic solution as per manufacturer's instructions.</p> <p>1.3 Cleaning of bath room and toilets with disinfectant and kept dry and the sanitation standards are ensured</p>
2. Prepare the bed and living area	<p>2.1 Cleanliness are obtained from authorized person according to organization procedures/ client condition.</p> <p>2.2 Bed is prepared neat and tidy according to standard bed making procedures.</p> <p>2.3 Bed side locker is kept to the right side of the client parallel to head end of the bed.</p> <p>2.4 Flower vase/decorative items are kept at a suitable place to obtain aesthetic value and maintain properly as per the organizational procedures.</p> <p>2.5 Availability of equipment for personal use is ensured by checking the needs of the client and provided if necessary.</p> <p>2.6 Electrical equipment is checked for proper working order and safety.</p> <p>2.7 Adequate light and ventilation are ensured providing equipment as required.</p> <p>2.8 Disturbing noises are prevented by taking necessary action.</p> <p>2.9 Pests, insects and other intruders' free environment is ensured</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or where home care is given.

Critical Aspects

The assessment must confirm that the candidate is able to;

- precautions to avoid cross infections
- maintain Health and Safety of the client and worker
- maintaining cleanliness and neatness of the living area
- ensure client privacy

The following equipment and material may be used for this:

- Bedside cupboard
- Table
- Towel rack
- Bed table
- Footstool/step
- Chair
- Dustbin
- Basin/bowl
- Bedpans/urinals
- Spoon/fork
- Plate/glass/cup/saucer /soup bowl with liner
- Television/ DVD player /computer with accessories
- Teaspoon
- Calling bell
- Bed linen
- Bath towel
- Hand towels
- Mackintosh
- Two pillows and cases
- Sponge bags
- Soap with soap dish
- Hand lotion
- Tissues
- Dusters-2
- Disinfectant
- Telephone
- Jug
- Sputum mug
- Cleaning tools, equipment and electrical appliance
- PPE

References/Standards:

- Health Care and Supportive Assistant observation and service notes, medical records and notes
- Organizational procedure
- Check list
- Bed making procedure
- Client assessment notes
- Material safety data sheets
- Care standards and procedures

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

UNDERPINNING KNOWLEDGE

- Bed making procedure.
- Types of beds and mattresses
- Purpose of preparing bed
- Equipment needed for client unit
- Types of disinfectants and methods of use
- Positioning, lifting, moving, ambulating
- Knowledge of body mechanics - ergonomics

UNDERPINNING SKILLS

- Identification and collection of necessary equipment
- Arrange equipment in the order of use
- Follow principle of bed making procedure
- Position, lift and move client
- Economical use of time and energy
- Maintain correct posture
- Maintain Health Care and Supportive

National Competency Standards and Curriculum

Occupation/Occupational Area: Health Care & Supportive Assistant

- Safety signs
 - Methods of dusting, sweeping, disinfecting and mopping
 - Types of comfort devices
 - Methods of Pest and insect controlling
 - Occupational safety and health practices
 - Waste disposal methods
- Assistant client relationship
 - Follow organizational procedure
 - Arrange furniture in the living area
 - Handling waste disposal

UNIT TITLE	Attend First aid and vital signs
UNIT DESCRIPTOR	This unit covers the competencies required to attend first aid, identify, observe and changes of the vital signs of client and record & report where necessary ensuring safety.
UNIT CODE	N85S025U04
Element of Competence	Performance Criteria
1. Perform First aid	<p>1.1 Emergency situations, accident and damage are assessed according to the standard first aid guidelines</p> <p>1.2 Emergency medical support is obtained at the correct time according to the standard procedure</p> <p>1.3 Fractures, dislocation, sprains and strains are attended with immobilization first aid techniques</p> <p>1.4 Bleedings are controlled by applying direct or indirect pressure and using standard first aid techniques</p> <p>1.5 Wounds are managed by standard dressing and bandaging techniques</p> <p>1.6 Burns are attended with standard first aid techniques</p> <p>1.7 Choking is managed with abdominal thrust and back blow techniques</p> <p>1.8 Shock and faint are attended with standard first aid techniques</p>
2. Perform Cardio Pulmonary Resuscitation (CPR) and basic life support	<p>2.1 Danger, Response, Shout, Airway, Breathing and Circulation (DRS, ABC) are assessed according to standard first aid guidelines</p> <p>2.2 CPR is performed according to current guidelines</p> <p>2.3 Emergency medical support is obtained at the correct time according to the standard procedure</p>
3. Check temperature, pulse and respiration	<p>3.1 Equipment is collected to check the temperature according to the standard procedure.</p> <p>3.2 Temperature is measured accurately by selecting the suitable site, using right equipment and preparing the client according to the condition.</p> <p>3.3 Pulse and respiration are counted according to standard procedures.</p> <p>3.4 Temperature, pulse, respiration is recorded in the temperature chart/ Temperature Pulse Respiration (TPR) as per the procedure.</p> <p>3.5 Any deviations are recorded and reported to responsible person immediately as per the organizational procedure.</p>

	3.6 Equipment are cleaned, restored and used materials, items are disposed according to standard procedures
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Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or where home care is given.

This includes attend first aid and checking vital signs of clients.

Critical Aspects

The assessment must confirm that the candidate is able to;

- Prevent further damage to the client
- Prevent danger to life
- Ensure safety of the client, first aider and equipment
- Seeking medical support on time
- Check and record vital signs accurately and report abnormalities

The following tools, equipment & material are included within this unit.

- Thermometer
- sphygmomanometer
- Wrist watch
- Tray
- Cotton swabs (Wet/dry)
- Rectified sprits
- Paper bag
- First Aid Box
- PPE

References/Standards:

- Health Care and Supportive Assistant observation and service notes, medical records and notes
- Temperature chart
- Standard procedure
- Organizational rules and regulations
- Updated Standard first aid manuals
- Relevant sections of Factories Ordinance No 45 of 1942 with subsequent amendment

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

UNDERPINNING KNOWLEDGE

- Principles, qualities responsibilities and ethics of first aider
- Type and techniques of bandaging and dressing

UNDERPINNING SKILLS

- Assess casualty, emergency, damage
- Dressing, bandaging, immobilization, transportation
- Manage bleeding, wounds, burns,

National Competency Standards and Curriculum

Occupation/Occupational Area: Health Care & Supportive Assistant

- Type of Fractures and injuries to supportive tissues
- Type of wounds and bleeding
- Type and extent of burns
- First aid techniques for choking, shock, faint, wounds, fracture, burns and bleeding
- Updated DRS ABC and CPR techniques
- Techniques of RICE
- Indication for CPR
- Safety measures in first aid
- Types of respiration and temperature
- Deviation of vital signs
- Method of maintaining body temperature
- Sites of taking pulse and temperature
- Proper use of measuring equipment
- Medical and surgical condition related to first aid and CPR
- Emergency Transferring methods
- Personal Protective Equipment (PPE)
- choking, shock and faint
- Use of DRS ABC, CPR, RICE techniques
- Use of Personal Protective Equipment (PPE)
- Collect and check equipment
- Check vital signs
- Follow standard procedure
- Use of sphygmomanometer/ digital manometer
- Correct positioning of client
- Recording and reporting vital signs
- Maintain Health Care and Supportive Assistant client relationship
- Economical use of time materials and equipment
- Clean and restore equipment

Worker Behavior / Attitudes

- Willingness to learn
- Stress tolerance
- Punctuality
- Honesty
- Patience
- Activeness
- Cleanliness
- Dedication
- Active listening

UNIT TITLE	Assist for care tasks
UNIT DESCRIPTOR	This unit covers the competencies required to assist other care workers or the client to perform their care activities in order to ensure health, safety and wellbeing of the client.
UNIT CODE	N85S025U05
Element of Competence	Performance Criteria/Standards
1. Assist assessment of the client	<p>1.1 Health Care and Supportive Assistant is supported to conduct initial health assessment as per the request</p> <p>1.2 Health Care and Supportive Assistant is supported to assess needs of client and requirements as per the request</p>
2. Support activeness sleep and rest	<p>2.1 Health Care and Supportive Assistant is supported to conduct suitable active and passive exercises according to the instructions given by an authorized person.</p> <p>2.2 Techniques are used to induce sleep and promote rest according to the requirement.</p> <p>2.3 Disturbing noises are prevented by taking necessary action.</p>
3. Encourage health promotion	<p>3.1 Health Care and Supportive Assistant is assisted to assess the living environment (physical and psychosocial) of the client to promote healthy life style</p> <p>3.2 Health Care and Supportive Assistant is supported for exercise activities to enhance client activeness</p> <p>3.3 Unhealthy lifestyle factors and behaviors are identified, recorded and informed to responsible persons</p>
3. Provide support for care activities	<p>3.1 Health Care and Supportive Assistant is assisted to provide medication as per given instruction</p> <p>3.2 Client or the Health Care and Supportive Assistant are assisted to maintain personal hygiene activities</p> <p>3.3 Caregiver assisted to obtain and record first aid and vital signs as per instruction</p> <p>3.4 Client or the Health Care and Supportive Assistant is helped for feeding as per instruction</p> <p>3.5 Health Care and Supportive Assistant and other care workers are supported in providing any special/ specific or complex care task whenever requested by authorized person</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or where home care is given.

Critical Aspects

The assessment must confirm that the candidate is able to;

- Avoid nosocomial infections/ accidents/ environmental hazards
- Prevent complications/ joint stiffness/ muscle wasting/ bed sores
- Maintain nutritional and personal hygiene
- Check vital signs
- Used techniques to induce sleep, rest and comfort
- Maintain be sensitive to culture, privacy, personality of the client

The following tools, equipment & material are included within this unit.

- Comfortable and adjustable bed with rails
- Sucker
- Sputum mugs
- Walking aids
- Cutlery and crockery
- Comfortable chair
- Forceps / Scissors
- Bedpans & urinals
- Thermometer
- Bed linen, blankets
- Mackintosh and cover
- Face towel
- Soft bed linen
- Pillows as required
- Gloves /apron / head cap / masks
- Tissues
- Containers for specimen
- Diapers
- Tray
- Flow meter
- Water or air mattresses
- Wheel chair
- Facilities – Bath room/ toilet
- Powerful light and ventilation
- Floor mats
- Swabs
- Cotton wool
- Sterile dressing pack
- Normal saline
- Bandages
- Plaster
- Urine strips
- Water/ soap

References/Standards:

- Health Care and Supportive Assistant observation and service notes, medical records and notes
- Temperature charts
- Standard procedures
- Organizational rules and regulations
- Material Safety Data Sheets (MSDS)
- Health Care and Supportive Assistant guidelines and procedures manual
- Drugs chart
- Personal records
- Physiotherapy procedure manuals
- Occupational therapy procedure manuals

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Healthy lifestyle and health promotion • Patient assessment techniques • Patient and family education • Prevent sleeping disturbance • Prevent Cross infections • Hot and cold applications and comfort measures • Sterile techniques (Boiling / Steaming) • Collecting specimens and urine testing methods • Knowledge of elimination • Wound dressing • Instruments such as nebulizer, glucometer, sucker, air way, digital blood pressure meter, Oxygen supply equipment • Knowledge of moving and lifting of the person • Knowledge of active and passive exercises • Catheter/ stoma care • Personal hygiene • Tender loving care techniques • Holistic patient care • Ergonomic practices • Occupational Health and safety procedures • Personal Protective Equipment (PPE) 	<ul style="list-style-type: none"> • Patient assessments • Range of motion exercises • Special functional activities • Use of recreational activities • Prevent cross infection • Attend to needs of the person • Maintain Health Care and Supportive Assistant client relationship • Attend to elimination • Use instruments such as nebulizer, glucometer, sucker, intubation tubes, digital blood-pressure meter, Oxygen supply equipment, oysters, physiotherapy equipment, thermometers • Perform correct hand washing procedure • Apply dressing • Use techniques in lifting and moving equipment • Read and understand instructions given by Health Care and Supportive Assistant • Apply hot and cold application • Clean and keep client comfortably • Follow sterile techniques • Catheter/ stoma care • Tender loving care • Use of Personal Protective Equipment (PPE)

UNIT TITLE	Work effectively with others
UNIT DESCRIPTOR	This unit covers the competencies required to co-operate collaboratively with others, interact effectively and deal with information within the workplace while identifying roles & responsibilities of members as a team.
UNIT CODE	N85S025U06
Elements of Competency	Performance Criteria
1. Communicate with others	<p>1.1 Verbal communication methods and media are used to gather and convey information and ideas to achieve work tasks as specified</p> <p>1.2 Instructions and enquiries are responded promptly and in accordance with organisational requirements</p> <p>1.3 Non-verbal communication methods and media are used to follows accepted industry practice or social convention</p> <p>1.4 Non-verbal communication that is unclear or ambiguous is clarified by questioning</p>
2. Respond positively to individual differences	<p>2.1 Cultural, ethnic and gender differences are taken into consideration in all verbal and non-verbal communication</p> <p>2.2 All individuals are treated with respect, courtesy and sensitively</p>
3. Participate in team work activities	<p>3.1 Individual tasks are listed out according to the work plan.</p> <p>3.2 Individual tasks are carried out as assigned by team leader</p> <p>3.3 Other team members are encouraged and supported in undertaking required roles and responsibilities</p>

Range/Context

The performance of activities included in this unit may take place in workplace. Communication will include verbal, non-verbal, printed and electronic forms. It applies to individuals, groups and co-workers as well as others identifying individual's and other's roles and responsibilities within the team and maintaining harmonious relations.

Elaboration of terms in performance criteria

- **Verbal Communication methods and media** in PC 1.1 may include: phone calls, mega phones, lauds speaker, video chats, and face-to-face conversation.
- **Non-verbal communication methods and media** in PC 1.3 may include: Nonverbal communication strategies such as body language and signs

Critical Aspects:

The assessment must confirm that the candidate is able to;

- obtain accurate information from customer/superior/co-workers
- convey information to relevant parties accurately

The following tools, equipment & material are included within this unit.

- Pens/pencils/rulers/calculator
- Paper/notebooks
- Telephones
- Depending on the job assigned to the team for the purpose of assessing this unit, required tools, equipment and material will be provided.

The performance of this unit is expected to be carried out to the following documents and standards

- Charts
- Formats & Forms (Time Record sheets, Quality record sheets and material order sheets)
- General rules and norms guiding team behavior
- Graphics
- Handbooks
- Manuals
- Standard Organizational Procedures

UNDERPINNING KNOWLEDGE

- Basic knowledge in social and demographic structures
- Basic knowledge of customs and practices of different ethnic and religious groups
- Basic understanding of gender issues
- Forms of address appropriate to customers and persons in different positions
- General norms of polite conduct
- Good telephone manners
- Knowledge of organisation standard procedures and work instructions and relevant regulatory requirements.
- Organization's rules, regulations and procedures
- Safety symbols & procedures
- Simple concepts of team behaviour

UNDERPINNING SKILLS

- Communicate effectively using the telephone
- Contributing to the achievement of tasks consistent with agreed goals
- Demonstrating interpersonal skills
- Encouraging team members
- Following instructions
- Listening and using a variety of communication skills
- Make simple sketches
- Perform simple calculations
- Providing suggestions and information
- Reporting information
- Speak clearly in mother tongue and express varied ideas

UNIT TITLE	Practice occupational health and safety measures
UNIT DESCRIPTOR	This unit covers the competencies required to implement health and safety procedures and good environmental practices in the workplace/workshop.
UNIT CODE	N85S025U07
Elements of Competency	Performance Criteria
1. Follow workplace health and safety procedures	<p>1.1 Unsafe situations and hazards are reported to superior according to workplace reporting procedures</p> <p>1.2 Machinery and equipment breakdowns are reported according to workplace reporting procedures</p> <p>1.3 Inflammable liquids and hazardous substances are handled following safety procedures</p> <p>1.4 Manual handling procedures and ergonomic parameters are followed</p> <p>1.5 Personal protective equipment is worn according to organisation's requirements & manufacturer's instructions</p> <p>1.6 First aid procedures performed as needed</p> <p>1.7 Accident, near misses and incidents are reported to higher authority</p> <p>1.8 Daily and weekly safety & health check list are followed as per organization requirement</p>
2. Follow workplace emergency procedures	<p>2.1 Different fire protection equipment & material and their methods of use are identified as required for different types of fires</p> <p>2.2 Emergency procedures regarding illness and accidents are followed when necessary</p> <p>2.3 Safety warning alarms and workshop evacuation procedures are identified and followed</p> <p>2.4 Relevant Officials are identified for contacting in the event of an incident, accident or sickness of self, co-workers, staff, customers and others</p>
3. Adhere to good environmental practices	<p>3.1 Air, Water, Noise / Vibration, Energy are identified to get the general overview of the environment</p> <p>3.2 Environmental pollution issues are prevented to minimize the pollution related to the industry</p>

3.3 Waste disposal procedures are followed
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Range / Context

The work connected to this unit may take place in a workplace, and will include but not be limited to identifying potential hazards, taking effective preventive action to control or minimise such hazards, using personal protective equipment, using fire extinguishers and maintaining records of safety related activities.

Elaboration of terms in performance criteria

- **Hazards** in PC 1.1 may include Mechanical, electrical, chemical and biological hazards
- **First aid procedures in PC 1.6 may include but not be limited to treatment of minor cuts, bruises and burns, applying bandages and tourniquets, and neutralising the effects of corrosive substances.**

Critical aspects

The assessment must confirm that the candidate is able to;

- identify potential hazards
- adhere to safety procedures
- use most appropriate tools for a task

The following tools, equipment & material are included within this unit.

- Safety signs and symbols
- Posters
- Coloured tape and paint
- Personal Protective Equipment
- First aid box with essential items
- Fire protection equipment

The performance of this unit is expected to be carried out to the following documents and standards

- Factories Act, and labour rules & regulations
- Factories Act, and ruler and regulation
- Factories' Ordinance No.45 of 1942 and its amendments
- Health & safety procedure manual
- Health & safety procedure manual
- Organisation's health & safety procedure manual

UNDERPINNING KNOWLEDGE

- Common workplace hazards
- Organization's procedures and safety check lists with regard to health and safety
- Methods of minimizing health risks and preventing accidents and dangerous occurrences
- Proper waste disposal
- Faulty equipment tagging and isolation procedures - dangers of using electrical tools in wet environment
- First aid

UNDERPINNING SKILLS

- Identify potential hazards in the workplace
- Provide first aid when required
- Use appropriate personal protective equipment
- Dispose waste safely in accordance with environmental and industrial consideration

National Competency Standards and Curriculum

Occupation/Occupational Area: Health Care & Supportive Assistant

- Personal protective equipment for use in different situations
- Identify symptoms of communicable diseases / occupational diseases
- Safety signs and symbols
- Unsafe actions and unsafe conditions
- Safety devices
- Emergency response
- Awareness and sensitivity about the environment and environmental quality

Section 02

**COMPETENCY BASED TRAINING CURRICULUM
FOR
HEALTH CARE AND SUPPORTIVE ASSISTANT
NVQ LEVEL 2
(CBT curriculum Code: N85S025)**

List of Curriculum Modules	Module Code No.	Duration (Hours)		Page no
		Theory	Practical	
01 Basic introduction to health care	N85S025M01	12	18	29
02 Activities of daily living	N85S025M02	18	18	31
03 Domestic activities of client	N85S025M03	06	06	33
04 First aid	N85S025M04	12	18	34
05 Care for the client	N85S025M05	06	06	35
06 Effective work process	N85S025M06	09	03	36
07 Occupational Safety & Health and Environmental Aspects	N85S025M07	12	06	37
Total Duration			120	

Institutional 120 hours

Module Title	Basic introduction to health care
Module Code	N85S025M01
Duration (Hrs)	21 Hrs (12T+09P)
Learning Outcomes	<p>After completion of this module trainees will be able to</p> <ul style="list-style-type: none"> • Describe basic concepts of client and needs, building the rapport and components of duty list and responsibilities. • Describe Client rights, relevant legal aspects, Organizational policies & procedures, Basic Knowledge about code of ethics • Describe WHO, human body and duties and responsibilities
Learning Content/Topic	<p>Theory (T)</p> <ul style="list-style-type: none"> • Basic Knowledge about code of ethics • Client rights • Introduction to relevant legal aspects • Effective communication and maintain good interpersonal • Duties and responsibilities of the health care and cleaning assistant • relations client relations and health care team • Introduce culture & customs • Introduction to Organizational policies & procedures in health care • Ability to give supportive • Introduction to health care industry • Describe how to build up a good rapport with the client • Confidentiality of client information • Introduction of cultural diversity & customs • Knowledge of client centered care • Describe Needs of client / patients (Physical, mental, social spiritual) <p>(Duration) 12 Hrs</p>
	<p>Practical (P)</p> <ul style="list-style-type: none"> • Assist five client's assessment • Field visit to nursing care home • Assignment – Varies cultural dresses and foods • Group work – Role play about how to conduct an interview with a client • Speech - Duties and responsibilities of the health care and cleaning assistant • Draw main organs of five body system (Circulatory, respiratory, gastrointestinal, nervous and skeletal) <p>(Duration) 9 Hrs</p>

Teaching-Learning activities	<ul style="list-style-type: none">• Lecture• Group discussion• Role play• Power Point presentation• Video presentation• Demonstration
Forms of Assessment	Formative Assessment + Summative Assessment

Module Title	Daily living activities
Module Code	N85S025M02
Duration (Hrs)	27 Hrs (18T+09P)
Learning Outcomes	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> • Understand ADL & IADL activities and support Health Care and Supportive Assistant s to perform the services require to maintain daily routing task of clients
Learning Content	<p>Theory (T)</p> <ul style="list-style-type: none"> • Infection control methods • Basic Knowledge on functional activities <ul style="list-style-type: none"> ○ Activities of Daily Living (ADL) ○ Instrumental Activities Daily Living (IADL) • Basic knowledge on religions, cultural and spiritual needs • Introduction to Personal and living area hygiene • Basic knowledge about food beverages and snacks preparation • Basic Knowledge about physical properties of the client unit and safety measures • Knowledge on Coping mechanism for the client • Knowledge of elimination pattern • Different types of beds • Waste disposal methods • Basic knowledge about mobility and other hygiene equipment • Money handling, Shopping and preparing beverages and snacks • Safety, security and comfort in work settings • Methods of housekeeping, waste disposal and using detergents and disinfection • Basic knowledge about positioning, lifting, moving, ambulating client • Basic Knowledge of maintain body mechanics • Laundry activities • Solid waste handling • Food safety and allergy • Knowledge of using home appliances and household electrical appliances <p>(Duration) 18 Hrs</p>
	<p>Practical (P)</p> <ul style="list-style-type: none"> • Field visit – Visit to a care homes and assist their care staff to conduct ADL & IADL activities for at least ten client • Assignment – list down at least 10 ADL & IDAL activities of above client • Demonstrate bed making procedure in the class and in a care home • Demonstrate use of mobility equipment with a real client • Assignment make leaflet for laundry symbol • Role play about how to perform personal hygiene procedures

National Competency Standards and Curriculum
Occupation/Occupational Area: Health Care & Supportive Assistant

	(Duration) 9 Hrs
Teaching-Learning activities	<ul style="list-style-type: none">• Lecture• PowerPoint presentation• Role Play• Video presentation• Demonstration• Group Discussion
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Domestic activities of client
Module Code	N85S025M03
Duration (Hrs)	12 Hrs (06T+06P)
Learning Outcomes	After completion of this module trainees will be able to; “Understand the concept of a client unit/domestic area to develop skill to maintain and carryout basic standards
Learning Content/Topic	Theory (T) <ul style="list-style-type: none"> • Recreational activities for client • Solid waste handling (Sorting and disposal) • Types of beds and mattresses • Purpose of preparing bed • Describe the equipment needed for client unit • Types of disinfectants and methods of use • Safety signs • Methods of dusting, sweeping, vacuum disinfecting and mopping and washing • Use of Comfort devices • Occupational Health & Safety • Knowledge Pest and insect controlling <p>Duration: 06 Hrs</p>
	Practical (P) <ul style="list-style-type: none"> • Field visit – to care homes and assist the cleaning staff to clean different areas in the facility • Assignment- List out use of various cleaning, disinfecting agent and materials Demonstrate safe use of cleaning agent and equipment • Demonstrate cleaning of house hold equipment, furniture and floor <p>Duration:06 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Group work • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	First aid
Module Code	N85S025M04
Duration (Hrs)	21 Hrs (09T+12P)
Learning Outcomes	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> • Understand the concept of first aid and develop skills to attend first aid needs
Learning Content	<p>Theory (T)</p> <ul style="list-style-type: none"> • Principles, qualities responsibilities and ethics of first aider • Type and techniques of bandaging and dressing • Type of Fractures and injuries to supportive tissues • Type of wounds and bleeding • Type and extent of burns • First aid techniques for choking, shock, faint, wounds, fracture, burns and bleeding • Safety measures in first aid • Knowledge of normal body temperature, pulse, respiration and blood pressure • Method of maintaining body temperature <p>Duration:09 Hrs</p>
	<p>Practical (P)</p> <ul style="list-style-type: none"> • Demonstrate DR ABC, CPR dummy • Demonstrate bandaging techniques with a live model • Demonstrate first aid techniques for fracture, bleeding, faint, choking, burnes, shock • Demonstrate transferring techniques of client • Maintain a note book for first aid activities throughout the period • Role play- Perform complete first aid procedures for a given scenario by the trainer <p>Duration:12 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Care of client
Module Code	N85S025M05
Duration (Hrs)	12 Hrs (06T+06P)
Learning Outcomes	<p>After completion of this module trainees will be able to</p> <ul style="list-style-type: none"> • Understand the principles and concept of health care and safety practices with comfort measures, attend to personal hygiene and appearance of the client
Learning Content	<p>Theory (T)</p> <ul style="list-style-type: none"> • Occupational Health & Safety • Knowledge about Healthy lifestyle and health promotion • Patient assessment techniques • Knowledge about Sleeping disturbance • Methods of Cross infections • How to perform Hot and cold applications and comfort measures • Use of Sterile techniques (Boiling / Steaming) • How to Collect specimens <p>Duration:06 Hrs</p> <hr/> <p>Practical:</p> <ul style="list-style-type: none"> • Assist a Health Care and Supportive Assistant for “Sponge bath, hair wash, oral care, skin care, back rub techniques, perineal care, foot care and pressure point care “ • Demonstrate Correct usage of tools, equipment and materials related to client care • Field visit – a care home and provide assistance to perform patient care activities for other health care staff (At least ten client) • Assignment – list down care activities supported for above 10 clients (at least ten activities of client) <p>Duration:06 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Effective work process
Module Code	N85S025M06
Duration (Hrs)	12 Hrs (09T+03P)
Learning Outcomes	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> • use verbal and non-verbal relevant to the workplace • contribute positively to the work in team environment • work effectively with others in a socially diverse environment • respect and understand the views of others • give, receive and act upon feedback, positively • identify and describe own roles and roles of others
Learning Content	<p>Theory (T)</p> <ul style="list-style-type: none"> • Communication methods • Clarity and cohesion • Friendliness and confidence • Respect and feedback • Industry relevant symbols and signs • Asks questions and listens to gain information or confirm understanding • Reporting systems/methods • Telephone etiquettes • General norms of polite conduct • Customs of different ethnic and religious groups • Basic understanding of gender issues • Simple concepts of team behavior • Elementary group dynamics <p>(Duration) 9 Hrs</p> <p>Practical (P)</p> <ul style="list-style-type: none"> • Assignment - Form a group for workshop cleaning, machine maintenance, waste management and give the feedback on group effort <p>(Duration) 3 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Occupational Safety & Health and Environmental Aspects
Module Code	N85S025M07
Duration (Hrs)	18 Hrs (12T+06P)
Learning Outcomes	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> • follow safe working practices • describe importance of safety • report workplace hazards and accidents to relevant authorities • follow emergency procedures • use personal protective equipment
Learning Content	<p>Theory (T)</p> <ul style="list-style-type: none"> • Personal protective equipment • Equipment and safety devices for particular workplace tasks • Application of safety signs and symbols for danger, warning, caution & personal safety message • Location and use of emergency equipment • Fire prevention and fire extinguishers used for different type of fires • information procedures of accidents, incidents and hazards • Persons or services to be contacted in the event of different accidents • Evacuation procedures, emergency protection area and fire exists • Waste minimizing procedures • Basic Ergonomics parameters related to work • Unsafe acts, unsafe condition and near misses <p>(Duration) 12 Hrs</p> <p>Practical (P)</p> <ul style="list-style-type: none"> • Give first aid. • Use of fire extinguishers. <p>(Duration) 06 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Section 03

NATIONAL COMPETENCY STANDARDS AND COMPETENCY BASED TRAINING CURRICULUM FOR HEALTH CARE AND SUPPORTIVE ASSISTANT NVQ Level 02 (Code:N85S025)	
NATIONAL CERTIFICATE AT NVQ LEVEL 02 IN THE OCCUPATION HEALTH CARE AND SUPPORTIVE ASSISTANT	
1. Endorsement date: 13.03.2020	2.Date for review: 13.03.2023
3. Qualification code:	N85S025Q1L2
4. Purpose of the Qualification	To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below.
5. Regulations for the Qualification	The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC
6. Qualification Packages	N85S025U01+ N85S025U02+ N85S025U03+ N85S025U04+ N85S025U05+ N85S025U06+ N85S025U07- N85S025Q1L2(Health Care & Supportive Assistant)
7. Prerequisite	The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification.
8. Accreditation Requirement	The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka.
9. Certification	TVEC shall certify the qualifications in terms of the regulation at section 6 above.
10. Transition Arrangements	The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors
11.Requirement of Conducting Knowledge Assessment	Required/ Not required

12. Assessment Consistency Requirements	TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments
13. Contact for comments	Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya Director General, Tertiary & Vocational Education Commission, 354/2, Nipunatha Piyasa, Elwitigala mawatha, Colombo 05.

Section 04

ASSESSMENT GUIDE

The candidate will be provided with all facilities, equipment, material and documentation required as outlined in this unit.

Forms of assessment

Continuous assessment/ holistic assessment is suitable to assess the competencies of a Industrial Mechatronics Technician with regard to this unit.

Assessment context

This unit may be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone.

Assessment conditions

The candidate will be provided with all instruments, equipment, material and documentation required as outlined within this unit.

The candidate will be permitted to refer the following documents

- Relevant workplace procedures
- Relevant product manufacturer's instructions
- Relevant manuals, standards and reference material
- Relevant sections of factories ordinance and its regulations

The candidate will be required to

- Orally or by other modes of communication, answer questions asked by the assessor
- Identify superiors, assigned for collection of competency evidence where appropriate
- Obtain evidence of off the job learning & training related to this unit

The assessor must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria and that he / she possesses the required underpinning knowledge and skills.

Special notes

During the assessment the candidate shall

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and efficient working environment
- Take responsibility for the quality of his / her own work
- Plan tasks and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Use accepted techniques, practices and procedures in line with work place standards

National Competency Standards and Curriculum

Occupation/Occupational Area: Health Care & Supportive Assistant

Tasks involved shall be completed within reasonable time frames related to typical work place activities.

Resources required for assessment

These include material, tools, equipment and machines listed within this unit.

Section 05

	Tools, Equipment and Materials	Ratio 15 apps (Equipment/Tools: Trainees)
1.	Accessories required to perform relevant mental activities (e.g: puzzles, memory games)	Five sets for three groups
2.	Accessories required to perform relevant physical activities (e.g: walking – shoes)	Three sets for five groups
3.	Accessories required to perform relevant recreational activities (e.g.: musical instruments)	Three sets for five groups
4.	Apron	5
5.	Audio player	3
6.	Bed	2
7.	Bed Pan	2
8.	Bed and linen	4
9.	Bedside locker	2
10.	Bifocal glasses	3
11.	Bins with color codes	Two sets
12.	Blankets	3
13.	Bottom sheet (bed linens)	Two sets
14.	Broom	2
15.	Building blocks games	2
16.	Calculator	2
17.	Carom board	1
18.	Chess board	2
19.	Cleaning tools, equipment and electrical appliance	Two sets
20.	Coloured tape and paint	5
21.	Comb	2
22.	Communication tools	One set
23.	Detergent and Disinfectant Solution	Tw sets
24.	Digital BP apparatus	2
25.	Disinfectant and cleaning solutions	One set
26.	Dummy	01
27.	Elimination aid	One set
28.	Elimination consumables	Two sets
29.	Exercise video	2
30.	Fire protection equipment	1
31.	First aid box with essential items	1
32.	First aid kit	1
33.	Food plate, cutlery and crockery	Two sets
34.	Forceps	2
35.	Garden broom	2
36.	Hearing aid	2
37.	Human anatomy Charts	Main systems – one set
38.	Kidney tray and galley pots	2
39.	Mackintosh	2
40.	Main religious documents	One set
41.	Manicure-and pedicure-set	2
42.	Manikin	1
43.	Marker pens	4
44.	Matrasses	2
45.	Measuring cups, pill box	Two sets

National Competency Standards and Curriculum
Occupation/Occupational Area: Health Care & Supportive Assistant

46.	Measuring tools required for length and volume	One set
47.	Medical glossary	2
48.	Mask	5
49.	Nasogastric tube	2
50.	Pack of cards	2
51.	Pampers of each size	Two sets
52.	Personal Protective Equipment	Two sets
53.	Pillow and Pillow case	2
54.	Relaxation music CD s	2
55.	Relevant communication devises submitted by organization management	2
56.	Roller and triangular bandages	15
57.	Safety signs and symbols	Two charts
58.	Shaving razor	2
59.	Soap tray	2
60.	Splints	2
61.	Stretcher	1
62.	Stethoscope	1
63.	Spigmomanometer	1
64.	Tea and table spoon	2
65.	Thermometer	5
66.	Tooth brush tooth paste	2
67.	Telephone	01
68.	Towels (bath and face)	4
69.	Trolley	2
70.	Urinary Catheter and collection bags	2
71.	Video player	1
72.	Voice recorder	1
73.	Weighing scale	1
74.	Washing machine	1
75.	Wrist watch	1
76.	White board	1
77.	Wheel chair, Crutchers	02
78.	Wrist watch/ Clock	2

Policy Direction

Hon. Dinesh Gunawardena
Minister of Skills Development, Employment and Labour Relations.

Major General (Retd.) Nanda Mallawarachchi
Director General of the Department of Multi-Purpose Development Task Force.

Mr. Tharanga Naleen Gamlath
Chairman of National Apprentice and Industrial Training Authority.

Prof. Mahinda S. Rupasinghe
Vice Chairman of National Apprentice and Industrial Training Authority.

Mrs. T. P. Muditha Pathmajay
Director General of National Apprentice and Industrial Training Authority.

Mr R.D.S Kumaarathna
Director General of Tertiary and Vocational Education Commission.

Mrs. R.M.A.P. Samaradivakara
Director (Quality) of National Apprentice and Industrial Training Authority.

Technical Support

Mr.Chaminda Janaka K. Senevirathne, Management Age Care and Training, Help Age Sri Lanka, 102, Pemananda Mawatha,Raththnapitiya, Borlasgamuwa.

Mrs. K.Jayawardhna, Nursing, Tutor, Midwifery & Pediatric, NTS/Colombo.

Mrs. Geetha Kaduwela, Director/ lecturer, Mother's touch (pvt) Ltd, No 6, Walter Gunasekara Mw, Nawala.

Mrs. M.P.Theja Malkanthi
Assistant Director (SSCD & LRD) of National Apprentice and Industrial Training Authority.

Miss. J.P.P.Senani
Inspector (SSCD) of National Apprentice and Industrial Training Authority.