



COMMUNITY CARE  
TOOLKIT

# TRAINING GUIDE

Online Training for the Aged Care Industry

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# Community Care Tool Kit

This online training series created specifically for aged care providers and is designed to help providers provide better all-round care for their residents.

## About the Tool Kit

Expertly developed by Aspire Learning Resources, this catalog of online training modules are designed specifically for aged care providers who are looking to provide better care for their residents and give them the tools they need to live healthy and happy lives.



# What to Expect from the Training

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Microcredentials offer learners self-paced, just-in-time training, whenever and wherever they want!

Upon successful completion, users receive a downloadable Certificate of Completion to verify their knowledge of a specific skill or topic.



Learn at your own pace through the use of:

## Video Content

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Videos that demonstrate how to apply the subject matter in practice

## Case Scenarios

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Case scenarios that focus on the skills and knowledge of each module topic

## Practice-Based Quizzes

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Practice-based quizzes at the end of each topic to check your understanding



**Microcredential Categories**





Category 1

# Administering Medication

## 1 - Procedures and guidelines for administering medication

This microcredential demonstrates the knowledge and skills required to deliver medications safely within the scope of your role.

## 2 - Monitoring and responding to medication incidents

This microcredential demonstrates the knowledge and skills required to administer medications safely, monitor the older person and respond appropriately to a medication incident.



# Advanced Care Planning

## 1 - Advanced Care Planning

This microcredential demonstrates the skills and knowledge required to assist an older person in advance care planning

## 2 - Providing care to support end-of-life decisions

This microcredential demonstrates the skills and knowledge required to provide care to assist an older person's end-of-life decision.



# Approaches to Professional Practice

## 1 - Handling Complaints in Aged Care work

This microcredential demonstrates the skills and knowledge required to understand complaints handling in aged care.

## 2 - Reflecting in Personal Values

This microcredential demonstrates the skills and knowledge required to become more conscious of how your personal values can influence your practice.

## 3 - Managing Personal Stress

This microcredential demonstrates the skills and knowledge required to manage workplace stress and improve your approach to work practices.



# Dementia Care

## 1 - Activities that Maintain Dignity and Wellbeing

This microcredential demonstrates the skills and knowledge required to follow best practice when supporting people with dementia.

## 2 - Appropriate and Effective Communication

This microcredential demonstrates the skills and knowledge required to apply effective strategies when communicating with people with dementia.

## 3 - Working with Changed Behaviours

This microcredential demonstrates the knowledge and skills required to deal with changed behaviours in aged care.



# Falls Prevention

## 1 - Monitoring Falls Prevention Strategies

This microcredential demonstrates the knowledge and skills required to monitor falls prevention strategies for older people.

## 2 - Assessing the Risks of Falling

This microcredential demonstrates the skills and knowledge required to assess the risks of falling in older people.

## 3 - Identifying and Using Assistive Technologies

This microcredential demonstrates the skills and knowledge required to monitor falls prevention strategies involving the use of assistive technologies.



# Mental Health

## 1 - Supporting Mental Health Needs

As a support worker, you may assist an older person with their mental health needs, providing personalised care that promotes respect and empowerment.

This microcredential demonstrates the skills and knowledge required to support older people with mental health conditions.



# Positive Interactions

## 1 - Supportive and Positive Communications

This microcredential demonstrates the knowledge and skills required to effectively communicate to provide personalised care.

## 2 - Establishing Respectful Relationships

This microcredential demonstrates the knowledge and skills required to establish respectful relationships that promote dignity and independence.



# Supporting and Providing Personal Care

This category is made up of 7 microcredentials designed to prepares aged care providers with all the information they need to support and provide personal care to their clients.

- How to Clean Natural Teeth and Dentures
- How to Care for Feet
- How to Provide Basic Oral Health Care
- How to Provide Showers and Bed Baths
- How to Provide Hair Care
- How to Support Dressing and Undressing
- How to Care for Skin



# Supporting People at End of Life

## 1 - The Stages of Grief and Bereavement

This microcredential demonstrates the skills and knowledge required to support people through their grief and bereavement.

## 2 - The Ethical and Legal Frameworks Supporting Palliative Care

This microcredential demonstrates the skills and knowledge required to support older people and their families while maintaining ethical standards and upholding legal requirements.

## 3 - Understanding Death and Dying

This microcredential demonstrates the skills and knowledge required to care for the older person and their support group up to and including the time of death.



# Working with Diverse People

## 1 - Diversity and Inclusion

This microcredential demonstrates the skills and knowledge required to work inclusively with diverse people.

## 2 - Communicate with People from Diverse Backgrounds

This microcredential demonstrates the skills and knowledge required to work and communicate effectively with diverse people.



# Writing Reports

## 1 - Preparing Observation Reports

This microcredential demonstrates the knowledge and skills required to prepare observation reports.

## 2 - Preparing Incident Reports

This microcredential demonstrates the knowledge and skills required to prepare incident reports.





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