



## PORTLAND WORKSKILLS INC

## Enrolments and completions by Qualifications

Year 2013, Offshore flag: N

Qualification	Qualification Description	Accreditation	Enrolments	Completions
TAA40104	CERTIFICATE IV IN TRAINING AND ASSESSMENT	national	0	0
21771VIC	CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS (INTRODUCTORY)	other	7	0
21772VIC	CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS	other	5	0
21773VIC	CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS	other	10	0
CHC20108	CERTIFICATE II IN COMMUNITY SERVICES	other	1	1
CHC20112	CERTIFICATE II IN COMMUNITY SERVICES	other	10	5
CHC30212	CERTIFICATE III IN AGED CARE	other	12	8
CHC30312	CERTIFICATE III IN HOME AND COMMUNITY CARE	other	12	8
CHC40108	CERTIFICATE IV IN AGED CARE	other	8	5
CHC40308	CERTIFICATE IV IN DISABILITY	other	6	4
CHC40312	CERTIFICATE IV IN DISABILITY	other	16	9
ICA10111	CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY	other	3	0
TAE40110	CERTIFICATE IV IN TRAINING AND ASSESSMENT	other	14	6

## Comments

Enrolments:	▲
Completions:	▼



## PORTLAND WORKSKILLS INC

## Enrolments and completions by Units of Competency

Year 2013, Offshore flag: N

Unit of Competency	Description	Enrolments	Completions
503362	LITERACY & NUMERACY CAPERS	10	10
503363	LITERACY & NUMERACY 20	6	6
504428	RESPONSIBLE SERVING OF ALCOHOL 09	135	134
6659411	CAREER DEVELOPMENT	30	30
6665781	COMPUTER TASTER COURSE	40	40
6667142	COMPUTERS FROM WHOA TO GO	27	23
6672297	ESL	2	2
6677789	LITERACY & NUMERACY	1	1
6681827	E-COMMUNICATIONS	12	11
6685081	INTRODUCTION TO TOURISM AND HOSPITALITY	8	8
6685856	EXCEL BASICS	4	4
BSBCMN213A	PRODUCE SIMPLE WORD-PROCESSED DOCUMENTS	2	0
BSBITU201A	PRODUCE SIMPLE WORD PROCESSED DOCUMENTS	12	7
BSBOHS201A	PARTICIPATE IN OHS PROCESSES	7	7
CHCAC317A	SUPPORT OLDER PEOPLE TO MAINTAIN THEIR INDEPENDENCE	8	8
CHCAC318B	WORK EFFECTIVELY WITH OLDER PEOPLE	13	9
CHCAC319A	PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA	12	9
CHCAC412B	PROVIDE SERVICES TO OLDER PEOPLE WITH COMPLEX NEEDS	7	5
CHCAC416A	FACILITATE SUPPORT RESPONSIVE TO THE SPECIFIC NATURE OF DEMENTIA	7	5
CHCAC417A	IMPLEMENT INTERVENTIONS WITH OLDER PEOPLE AT RISK OF FALLS	7	5
CHCAD401D	ADVOCATE FOR CLIENTS	20	13
CHCADMIN201D	UNDERTAKE BASIC ADMINISTRATIVE DUTIES	8	6
CHCAOD201D	PREPARE FOR ALCOHOL AND OTHER DRUGS WORK	8	6
CHCCOM201C	COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION	5	5
CHCCS200D	DELIVER SERVICE TO CLIENTS	6	5
CHCCS211B	PREPARE FOR WORK IN THE COMMUNITY SECTOR	5	5
CHCCS305B	ASSIST CLIENTS WITH MEDICATION	5	3
CHCCS305C	ASSIST CLIENTS WITH MEDICATION	13	12
CHCCS400B	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	5	3
CHCCS400C	WORK WITHIN A RELEVANT LEGAL AND ETHICAL FRAMEWORK	13	10
CHCCS411B	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	6	4
CHCCS411C	WORK EFFECTIVELY IN THE COMMUNITY SECTOR	16	11
CHCDIS220B	PREPARE FOR DISABILITY WORK	8	6
CHCDIS301B	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	5	4
CHCDIS301C	WORK EFFECTIVELY WITH PEOPLE WITH A DISABILITY	17	12
CHCDIS302A	MAINTAIN AN ENVIRONMENT TO EMPOWER PEOPLE WITH DISABILITIES	17	13
CHCDIS405A	FACILITATE SKILLS DEVELOPMENT AND MAINTENANCE	20	15
CHCDIS410A	FACILITATE COMMUNITY PARTICIPATION AND INCLUSION	17	12
CHCDIS411A	COMMUNICATE USING AUGMENTATIVE AND ALTERNATIVE COMMUNICATION STRATEGIES	17	14
CHCGROUP201C	SUPPORT THE ACTIVITIES OF EXISTING GROUPS	9	7

CHCGROUP302D	SUPPORT GROUP ACTIVITIES	9	8
CHCGROUP403D	PLAN AND CONDUCT GROUP ACTIVITIES	7	5
CHCHC311C	WORK EFFECTIVELY IN HOME AND COMMUNITY CARE	12	8
CHCICS301B	PROVIDE SUPPORT TO MEET PERSONAL CARE NEEDS	10	8
CHCICS302B	PARTICIPATE IN THE IMPLEMENTATION OF INDIVIDUALISED PLANS	8	8
CHCICS303A	SUPPORT INDIVIDUAL HEALTH AND EMOTIONAL WELL BEING	15	10
CHCICS304B	WORK EFFECTIVELY WITH CARERS	9	8
CHCICS305A	PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS	5	3
CHCICS305B	PROVIDE BEHAVIOUR SUPPORT IN THE CONTEXT OF INDIVIDUALISED PLANS	11	8
CHCICS306B	PROVIDE BASIC FOOT SKIN AND NAIL CARE	8	8
CHCICS401B	FACILITATE SUPPORT FOR PERSONAL CARE NEEDS	6	5
CHCICS402A	FACILITATE INDIVIDUALISED PLANS	4	3
CHCICS402B	FACILITATE INDIVIDUALISED PLANS	11	8
CHCINF403E	COORDINATE INFORMATION SYSTEMS	7	5
CHCNET404B	FACILITATE LINKS WITH OTHER SERVICES	6	5
CHCOHS312B	FOLLOW SAFETY PROCEDURES FOR DIRECT CARE WORK	5	3
CHCORG201C	FOLLOW POLICIES, PROCEDURES AND PROGRAMS OF THE ORGANISATION	5	5
CHCORG202C	WORK WITH OTHERS	8	5
CHCORG406C	SUPERVISE WORK	6	5
CHCPA301B	DELIVER CARE SERVICES USING A PALLIATIVE APPROACH	11	9
CHCWHS312A	FOLLOW WHS SAFETY PROCEDURES FOR DIRECT CARE WORK	18	12
COFFEESP	ESPRESSO COFFEE MAKING	12	12
HLTAP301B	RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT	22	17
HLTCPR211A	PERFORM CPR	164	164
HLTFA311A	APPLY FIRST AID	172	170
HLTFS207C	FOLLOW BASIC FOOD SAFETY PRACTICES	8	8
HLTHIR403C	WORK EFFECTIVELY WITH CULTURALLY DIVERSE CLIENTS AND CO-WORKERS	21	16
HLTIN301C	COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES	9	8
HLTWHS200A	PARTICIPATE IN WHS PROCESSES	8	6
ICAICT101A	OPERATE A PERSONAL COMPUTER	1	0
ICAICT102A	OPERATE WORD-PROCESSING APPLICATIONS	8	7
ICAICT103A	USE, COMMUNICATE AND SEARCH SECURELY ON THE INTERNET	1	0
ICAICT104A	USE DIGITAL DEVICES	2	0
ICAICT105A	OPERATE SPREADSHEET APPLICATIONS	1	0
ICAICT106A	OPERATE PRESENTATION PACKAGES	2	0
L&N40	LITERACY & NUMERACY 40	10	10
L&NASS	LITERACY & NUMERACY ASSESSMENT	3	3
SITXFSA001A	IMPLEMENT FOOD SAFETY PROCEDURES	15	12
SITXFSA101	USE HYGIENIC PRACTICES FOR FOOD SAFETY	26	26
SITXOHS002A	FOLLOW WORKPLACE HYGIENE PROCEDURES	40	37
TAEASS401A	PLAN ASSESSMENT ACTIVITIES AND PROCESSES	1	1
TAEASS401B	PLAN ASSESSMENT ACTIVITIES AND PROCESSES	11	6
TAEASS402A	ASSESS COMPETENCE	1	1
TAEASS402B	ASSESS COMPETENCE	9	5
TAEASS403A	PARTICIPATE IN ASSESSMENT VALIDATION	1	1
TAEASS403B	PARTICIPATE IN ASSESSMENT VALIDATION	8	7
TAEASS502A	DESIGN AND DEVELOP ASSESSMENT TOOLS	2	2
TAEASS502B	DESIGN AND DEVELOP ASSESSMENT TOOLS	9	4
TAEDEL301A	PROVIDE WORK SKILL INSTRUCTION	2	2
TAEDEL401A		12	7

	PLAN, ORGANISE AND DELIVER GROUP-BASED LEARNING		
TAEDEL402A	PLAN, ORGANISE AND FACILITATE LEARNING IN THE WORKPLACE	11	8
TAEDEL404A	MENTOR IN THE WORKPLACE	1	1
TAEDS401A	DESIGN AND DEVELOP LEARNING PROGRAMS	12	9
TAEDS402A	USE TRAINING PACKAGES AND ACCREDITED COURSES TO MEET CLIENT NEEDS	10	7
TAELN401A	ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS	10	7
TAETAS401A	MAINTAIN TRAINING AND ASSESSMENT INFORMATION	9	3
UETDRRF10A	PROVIDE FIRST AID IN AN ESI ENVIRONMENT	25	25
VBP805	INVESTIGATE A SOCIAL ISSUE	15	13
VBQM475	COMMUNITY OPTIONS	17	13
VBQU122	ENGAGE WITH SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY	7	7
VBQU126	CREATE SIMPLE TEXTS TO PARTICIPATE IN THE COMMUNITY	7	6
VBQU127	WORK WITH TIME, MONEY AND DIRECTIONS IN SIMPLE EVERYDAY SITUATIONS	7	7
VBQU128	WORK WITH SIMPLE MEASUREMENT AND DESIGN	7	7
VBQU135	ENGAGE WITH TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY	3	1
VBQU138	CREATE TEXTS OF LIMITED COMPLEXITY TO PARTICIPATE IN THE COMMUNITY	3	1
VBQU140	WORK WITH MEASUREMENT AND DESIGN IN FAMILIAR SITUATIONS	5	0
VBQU145	ENGAGE WITH A RANGE OF TEXTS OF SOME COMPLEXITY FOR LEARNING PURPOSES	2	1
VBQU147	ENGAGE WITH TEXTS OF SOME COMPLEXITY TO PARTICIPATE IN THE COMMUNITY	7	4
VBQU149	CREATE TEXTS OF SOME COMPLEXITY FOR LEARNING PURPOSES	2	2
VBQU151	CREATE A RANGE OF TEXTS OF SOME COMPLEXITY TO PARTICIPATE IN THE COMMUNITY	7	5
VBQU152	INVESTIGATE AND INTERPRET MEASUREMENTS AND RELATED FORMULAE FOR EVERYDAY PURPOSES	7	0
VBQU167	USE COMPUTER LANGUAGE AND PERFORM SIMPLE COMPUTING TASKS	10	5
VBQU168	ACCESS THE INTERNET FOR LANGUAGE LEARNING	7	7

**Comments**

Enrolments:	
Completions:	