



Vital College

51% Black Owned B-BBEE Level 2

Home-Care Practices skills programme (CP)

- CP 1 INTRODUCTION TO HEALTH & WELFARE
- CP 2 BASIC CARE GIVER
- CP 3 BASIC HOME BASED CARE PRACTITIONER
- CP 3 HOME BASED CARE PRACTITIONER
- CP 4: PALLIATIVE CARE
- CP 5 WORKPLACE LIFE SKILLS
- CP 6: ETHICAL CONDUCT IN THE WORKPLACE
- CP 7 HYGIENE AND CLEANING
- CP 8 HOSPITALITY SERVICES
- CP 9: DEVELOPING A SMME BUSINESS

Requirements for these Skills Programmes

- LAPTOP OR SMARTPHONE
- ACCESS TO DATA OR WIFI

LEARNERS ACCESSING THIS SKILLS PROGRAMME SHOULD BE COMPETENT IN

- COMMUNICATION AT NQF LEVEL 1 / STD 7 / GR 9
- MATHEMATICAL LITERACY AT NQF LEVEL 1 / STD 7 / GR 9

About

The Home-Care Practices skills programmes are based on the qualification National Certificate: Home-Care Practices (SAQA 80786) at NQF level 2 and are intended for any individual who is interested as a worker who provides a home-care service in an institution or in an individual household where specialist care services need to be provided. Several skills programmes may lead to the attaining of the full qualification. They are designed to develop competencies required to provide a comprehensive home-care service in a manner that has regard for life and property.

These Home-Care Practices skills programmes enable the individual in a home-care environment to:

- Practice good health and grooming habits.
- Demonstrate an understanding of factors that contribute to healthy living.
- Apply self-management principles.
- Organise themselves and their activities in a home-care work environment.
- Receive and execute instructions.
- Use communication skills to communicate with external and internal clients.
- Manage personal finance.
- Demonstrate knowledge of ethics and values.
- Demonstrate understanding of HIV/AIDS and its impact on the workplace.
- Behave in a professional manner in a business environment.
- Maintain a domestic housekeeping service.
- Identify security, safety and environmental risks in the local environment.
- Apply telephone etiquette.

CP 1 Basic Care Giver

This particular skills programme is developed to provide a basic understanding of the following:

- Explaining the basic principles of personal hygiene.
- Demonstrating an understanding of healthy and nutritious eating habits, consequences of abusing drugs and medicine and of sports and/or recreational activities for a healthy lifestyle.
- Deal with common health conditions to help prevent the spread of illness and practicing good hygiene habits and good grooming and dress habits.
- Explaining the main concepts and aspects of HIV/AIDS and the impact of HIV/AIDS in the business or the workplace.
- Describing the regulatory framework for HIV/AIDS with regard to the workplace and primary health care
- Demonstrating an understanding of elementary anatomy, physiology and human development
- Understanding the health problems and disease patterns common to an identified community
- Conduct a basic health education session
- Describing the purpose of organisations operating in the cleaning services industry and the essential components required for any cleaning task in a cleaning services environment.
- Understanding the principles of planning and preparing for a cleaning task, the principles of cleaning and of performing end of task procedures after cleaning.

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| 14659 | Demonstrate an understanding of factors that contribute towards healthy living | Core | 4 |
| 243193 | Practice good health and grooming habits | Core | 4 |
| 259762 | Demonstrate an understanding of HIV/AIDS and its impact on the workplace | Core | 12 |
| 119559 | Demonstrate knowledge of the provision and implementation of primary health care | Elective | 10 |
| 243204 | Understand basic cleaning principles | Elective | 15 |

CP 2 Basic Care Giver

This particular skills programme is developed for caregivers to provide a basic understanding of the following:

- To provide fundamental nursing care for a frail person on a continuous basis and under the direct or indirect supervision of a qualified health worker.
- To assist with the provision of palliative care to persons whose disease is no longer responsive to curative treatment and to provide relevant information to clients and families.
- To assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services by demonstrating an understanding of emergency scene management and elementary anatomy and physiology.
- To assess an emergency situation and treat common injuries
- Apply First Aid procedures to the life-threatening situation
- able to practice good health and grooming habits by dealing with common health conditions to help prevent the spread of illness, practice good hygiene habits and good grooming and dress habits.

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| 117029 | Provide care to a frail person | Elective | 12 |
| 117009 | Apply palliative care principles when assisting and supporting the client and family to manage life-threatening disease | Elective | 10 |
| 119567 | Perform basic life support and first aid procedures | Elective | 5 |
| 243193 | Practice good health and grooming habits | Core | 4 |

CP 3 Basic Home-Based Care Practitioner

This particular skills programme is developed for caregivers to provide a basic understanding of the following:

- To provide fundamental nursing care for a frail person on a continuous basis and under the direct or indirect supervision of a qualified health worker.
- To assist with the provision of palliative care to persons whose disease is no longer responsive to curative treatment and to provide relevant information to clients and families.
- To assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services by demonstrating an understanding of emergency scene management and elementary anatomy and physiology.
- To assess an emergency situation and treat common injuries
- Apply First Aid procedures to the life-threatening situation
- able to practice good health and grooming habits by dealing with common health conditions to help prevent the spread of illness, practice good hygiene habits and good grooming and dress habits.

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|--------|---|----------|----|
| 117029 | Provide care to a frail person | Elective | 12 |
| 117009 | Apply palliative care principles when assisting and supporting the client and family to manage life-threatening disease | Elective | 10 |
| 119567 | Perform basic life support and first aid procedures | Elective | 5 |
| 243193 | Practice good health and grooming habits | Core | 4 |

CP 3 Home Based Care Practitioner

This particular skills programme is developed for caregivers to provide a basic understanding of the following:

- Demonstrating an understanding of elementary anatomy, physiology, human development and the ageing process.
- Identifying disease conditions and disabilities common to an identified community.
- Assisting in the management of the client's condition and treatment.
- Identifying when to refer the client or significant others.
- able to administer medicines, storing medicines, explaining the administration of prescribed medicines, giving medicine by mouth, inhalation and by the rectum
- Instilling eye, ear and nose drops
- to provide fundamental nursing care for a frail person on a continuous basis and under the direct or indirect supervision of a qualified health worker.
- to assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services.
- Demonstrate an understanding of emergency scene management, of elementary anatomy and physiology
- Assess an emergency situation, Apply First Aid procedures to the life-threatening situation and treat common injuries
- to provide fundamental nursing care for a frail person on a continuous basis and under the direct or indirect supervision of a qualified health worker.
- to assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services.
- Demonstrate an understanding of emergency scene management, of elementary anatomy and physiology
- Assess an emergency situation, Apply First Aid procedures to the life-threatening situation and treat common injuries
- to give assistance to persons living with a disability or chronic illness to become independent in activities of daily living.
- Explaining and describing the different components of activities of daily living (ADL) evaluating the person's ability to perform ADL; implementing and integrating different strategies in ADL; and designing, developing, monitoring, and evaluating an appropriate programme to assist the person in implementing ADL.

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| 260463 | Assist the client and significant others to manage home based health care | Elective | 12 |
| 114419 | Administer medication in a home environment | Elective | 4 |
| 117029 | Provide care to a frail person | Elective | 12 |
| 119567 | Perform basic life support and first aid procedures | Elective | 5 |
| 260479 | Promote activities of daily living for clients with a disability or a chronic condition | Elective | 9 |

CP 4 Palliative Care

This particular skills programme is developed for caregivers to provide a basic understanding of the following:

- to provide fundamental nursing care for a frail person on a continuous basis and under the direct or indirect supervision of a qualified health worker.
- to assist with the provision of palliative care to persons whose disease is no longer responsive to curative treatment and to provide relevant information to clients and families.
- to assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services.
- Demonstrate an understanding of emergency scene management, of elementary anatomy and physiology
- Assess an emergency situation, Apply First Aid procedures to the life-threatening situation and treat common injuries
- to give assistance to persons living with a disability or chronic illness to become independent in activities of daily living.
- Explaining and describing the different components of activities of daily living (ADL) evaluating the person's ability to perform ADL; implementing and integrating different strategies in ADL; and designing, developing, monitoring and evaluating an appropriate programme to assist the person in implementing ADL.

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|--------|---|----------|----|
| 117029 | Provide care to a frail person | Elective | 12 |
| 117009 | Apply palliative care principles when assisting and supporting the client and family to manage life-threatening disease | Elective | 10 |
| 119567 | Perform basic life support and first aid procedures | Elective | 5 |
| 260479 | Promote activities of daily living for clients with a disability or a chronic condition | Elective | 9 |

CP 5 Workplace Life skills

This particular skills programme is developed to provide a basic understanding of the following:

- Identifying potential exposures to personal safety risk; fire risks; security related risks; community and environmental risks;
- Investigating security, safety and environmental risks in the local environment or neighbourhood
- Employing effective telephone etiquette by answering telephone, processing incoming calls and processing incoming calls according to organisational standards
- Explaining the process involved in receiving and executing instructions; presenting information based on instructions in a professional and accurate manner and managing administration tools effectively
- Identify a conflict situation and communicate in such a way that the conflict can be resolved in a constructive manner.
- able to control the growth and spreading of micro-organisms in the workplace.
- able to practically demonstrate knowledge of fire and repellents, knowledge of the application, construction and operation of hand operated firefighting equipment.

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| 113966 | Identify security, safety and environmental risks in the local environment | Core | 6 |
| 14348 | Process incoming and outgoing telephone calls | Core | 3 |
| 14349 | Receive and execute instructions | Core | 2 |
| 9533 | Use communication skills to handle and resolve conflict in the workplace | Core | 3 |
| 110471 | Apply basic micro-biological principles in cleaning | Core | 5 |
| 13961 | Use of hand-held firefighting equipment | From SHE | 4 |

CP 6 Ethical Conduct in The Workplace

This particular skills programme is developed to provide a basic understanding of the following:

- Reflect on own values and beliefs systems and how they influence own behaviour.
- Demonstrate knowledge and understanding of rules, regulations and code of conduct in the workplace.
- Demonstrate appreciation of and care for the employer's property in place of work.
- Explain the importance of personal grooming within own area of work.
- Maximise use of time and organize oneself for work
- Manage anger to enhance personal effectiveness and apply stress management techniques
- Knowing how to behave in a business environment and assessing own professional behaviour in a business or workplace.
- Interpreting body language and interacting with people in a business or workplace.

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| 377693 | Demonstrate knowledge of ethics and values | Core | 8 |
| 14776 | Apply self-management practices | Core | 8 |
| 114959 | Behave in a professional manner in a business environment | Core | 4 |

CP 7 Hygiene and Cleaning

This particular skills programme is developed to provide a basic understanding of the following:

- Describe the purpose of organisations operating in the cleaning services industry and the essential components required for any cleaning task in a cleaning services environment.
- Understand the principles of cleaning, planning and preparing for a cleaning task and the principles of performing end of task procedures after cleaning.
- Demonstrate an understanding of the action of cleaning chemicals during a cleaning process; the use of cleaning chemicals on a range of surface types; of how cleaning chemicals remove the different types of dirt; the correct handling of cleaning chemicals; and the correct storing of cleaning chemicals.
- Able to control the growth and spreading of micro-organisms in the workplace.
- Plan and prepare for cleaning above the floor surfaces.
- Clean above the floor surfaces.
- Perform end of task procedures after cleaning above the floor surfaces.
- Able to sweep, wet mop and vacuum floors in a domestic environment.

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| 243204 | Understand basic cleaning principles | Elective | 15 |
| 243203 | Use chemicals in the cleaning services environment | Elective | 8 |
| 110471 | Apply basic micro-biological principles in cleaning | Core | 5 |
| 243199 | Clean above the floor surfaces | Elective | 4 |
| 14658 | Clean floors in a domestic/ commercial environment | Elective | 4 |

CP 8 Hospitality Services

This particular skills programme is developed to provide a basic understanding of the following:

- prepare beds and handle linen and bed coverings in accordance with organisational requirements.
- able to service guest room areas, understanding the importance of hygiene, cleanliness and organisational standards in order to maintain guest comfort and satisfaction.
- able to maintain housekeeping supplies at the optimal level, within a safe and secure environment, and must understand how a shortage of supplies impacts negatively on providing the housekeeping service.
- responsible for his/her own safety and the safety of others while performing his/her duties.
- Demonstrate an understanding of personal safety in a food or sensitive consumer product environment.
- Apply personal safe working practices regarding the work area and equipment.
- Deal with safety emergencies and safely handle and store raw materials or final products or chemicals in a food or sensitive consumer product environment.
- Maintain personal hygiene; personal health and well-being; personal grooming and presentation and clothing requirements in a food handling environment.
- able to maintain a clean linen supply safely, securely and hygienically, and understand the importance of this for the organisation and the customer.
- Understand kitchen hygiene practices.
- Plan and prepare for cleaning kitchens and clean kitchens.
- Perform end of task procedures after cleaning kitchens.
- able to provide a housekeeping service within a designated area of work, understanding the importance of security, hygiene, cleanliness and organisational standards in order to maintain guest comfort and satisfaction.
- Describe the purpose of organisations operating in the cleaning services industry and the essential components required for any cleaning task in a cleaning services environment.
- Understand the principles of cleaning, planning and preparing for a cleaning task and the principles of performing end of task procedures after cleaning.
- Demonstrate an understanding of the action of cleaning chemicals during a cleaning process; the use of cleaning chemicals on a range of surface types; of how cleaning chemicals remove the different types of dirt; the correct handling of cleaning chemicals; and the correct storing of cleaning chemicals.

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| 377821 | Prepare beds and handle linen and bed coverings | Elective | 2 |
| 377708 | Service guest bedroom areas | Elective | 1 |
| 377705 | Maintain housekeeping supplies | Elective | 3 |
| 113821 | Assist with the selecting, preparing and providing of food | Elective | 8 |
| 120416 | Apply personal safety practices in a food or sensitive consumer product environment | Elective | 5 |
| 120404 | Maintain personal hygiene, health and presentation in a food handling environment | Elective | 4 |
| 377801 | Maintain a clean linen supply | Elective | 3 |
| 243205 | Clean kitchens | Elective | 6 |
| 377706 | Provide a house keeping service within the designated area of work | Elective | 3 |
| 243204 | Understand basic cleaning principles | Elective | 15 |
| 243203 | Use chemicals in the cleaning services environment | Elective | 8 |

CP 9: Developing a SMME business

This particular skills programme is developed to provide a basic understanding of the following:

- able to describe and analyse the different components of a typical business plan and design a business plan relevant to a selected business idea.
- discuss entrepreneurship.
- identify and describe the characteristics of a successful entrepreneur;
- identify, assess and improve learners' individual entrepreneurial characteristics
- discuss business ethics and social responsibility.

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| 14444 | Demonstrate an understanding of a general business plan and adapt it to a selected business idea | Elective | 7 |
| 10006 | Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities | Elective | 2 |