

Summary of Proposed Changes

Table of Contents

1. Introduction.....	3
2. Project Overview.....	3
3. Project Scope	4
Summary of Proposed Changes.....	5
1. Units of Competency.....	5
Table 1.1: Proposed changes to CHCDEV004M Confirm developmental status.....	5
Table 1.2: Proposed changes to CHCDEV005M Analyse and respond to sociological factors in community services work.....	5
Table 1.3: Proposed changes to CHCDEV006M Analyse information for service planning and delivery	6
Table 1.4: Proposed changes to CHCGMB001M Assess the needs of people experiencing problem gambling	7
Table 1.5: Proposed changes to CHCGMB002M Provide counselling for clients with problem gambling issues	8
Table 1.6: Proposed changes to CHCGRP001M Support group activities	9
Table 1.7: Proposed changes to CHCGRP002M Plan and conduct group activities	10
Table 1.8: Proposed changes to CHCGRP003M Plan, facilitate and review psycho-educational groups	10
Table 1.9: Proposed changes to CHCGRP004M Deliver structured programs.....	11
Table 1.10: Proposed changes to CHCLEG001M Work legally and ethically	12
Table 1.11: Proposed changes to CHCLEG002M Interpret and use legal information.....	12
Table 1.12: Proposed changes to CHCLEG003M Manage legal and ethical compliance	13
Table 1.13: Proposed changes to CHCLLN001M Respond to client language, literacy and numeracy needs	13
Table 1.14: Proposed changes to CHCMED004M Prepare for mediation	14
Table 1.15: Proposed changes to CHCEDU010M Prepare and evaluate relationship education programs.....	15
Table 1.16: Proposed changes to CHCEDU011M Support parenting of very young children.....	15
Table 1.17: Proposed changes to CHCEDU012M Facilitate couple processes in group work.....	16

2. Next Steps.....	17
---------------------------	-----------

1. Introduction

This summary of proposed changes is a reading guide to the revised units of competency in development, gambling, group, legal and ethical, language literacy and numeracy and, mediation. For each unit, it sets out what has changed and why, so you can read the drafts on the consultation portal with the context in front of you. It is a guide only: it is not the endorsed product and will not be published with the final units.

We have reached this point through a long and generous consultation. Since 2024, the sector has shaped these products through surveys, workshops and site visits, and through more than 6,000 items of feedback. Between 28 April and 3 July 2025, we held 20 workshops and site visits in Hobart, Ballarat, Melbourne, Toowoomba, Brisbane, Bunbury, Perth, Canberra, Griffith, Sydney, Mount Gambier, Adelaide, Darwin, Katherine and online. Every item is recorded in the consultation log, and it has genuinely shaped the drafts you are now reading. Thank you.

These units are now at validation. Validation is the stage where we ask you to confirm that the drafts are accurate, clear and workable: that each unit describes what a competent worker actually does, that the requirements can be met in a real training and assessment period, and that nothing essential is missing. It is a closer and more final read than consultation, and the drafts are close to their endorsed form.

The products are being released in stages across the validation period; this roll-out of products is open for validation from 28 September to 11 October 2026. The qualifications and skill sets are available for reference throughout, so you can see how these units sit within them, with their own summary of changes.

Please read this summary alongside the drafts in the portal and read it before you give feedback. This document provides:

- an overview of the project and its scope
- a summary of the proposed changes to each unit
- how to take part, and what happens next.

2. Project Overview

This project is part of HumanAbility's work to keep qualifications, skill sets and units current, industry-relevant and responsive to workforce needs. The draft products have been developed with the guidance of the project Technical Committee, which brings together expertise from across industry, regulation and training provision.

A consultation log is maintained and published so that stakeholder feedback and the project's responses stay transparent and traceable. Once feedback is considered and revisions made, and where the products comply with the Training Package Organising Framework, the final drafts will be submitted for endorsement and, if approved, published on the National Register.

3. Project Scope

This document covers the revised units of competency in development, gambling, group, legal and ethical, language literacy and numeracy and, mediation, listed below. The units and their scope were confirmed through the project's functional analysis, and the tables that follow set out the proposed changes to each one.

Note: an 'M' has been added to a unit code, for example CHCCSM009M, to show that the code is likely to change as a result of this project. The 'M' denotes a major change to the training product.

Training Product Type	Code and Title
Units of Competency	CHCDEV004M Confirm developmental status
	CHCDEV005M Analyse impacts of sociological factors on people in community work and services
	CHCDEV006M Analyse information for service planning and delivery
	CHCGMB001M Assess the needs of clients with problem gambling issues
	CHCGMB002M Provide counselling for clients with problem gambling issues
	CHCGRP001M Support group activities
	CHCGRP002M Plan and conduct group activities
	CHCGRP003M Plan, facilitate and review psycho-educational groups
	CHCGRP004M Deliver structured programs
	CHCLEG001M Work legally and ethically
	CHCLEG002M Interpret and use legal information
	CHCLEG003M Manage legal and ethical compliance
	CHCLLN001M Respond to client language, literacy and numeracy needs
	CHCMED004M Prepare for mediation
	CHCMED005M Facilitate mediation
	CHCMED006M Consolidate and conclude mediation

Summary of Proposed Changes

1. Units of Competency

Table 1.1: Proposed changes to CHCDEV004M Confirm developmental status

Section	Public and Government Consultation
Title	No changes
Application	Minor changes to application to reflect TPOF requirements. Removal of 'specific legislative requirements' Not equivalent to <i>CHCDEV004 Confirm developmental status</i> 'child or young person' removed throughout unit to ensure application is not limited
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Comprehensive and significant revision of Elements and PCs to ensure they are clear, assessable and measurable in line with TPOF requirements Additional PCs applied to Element 1
Performance Evidence	Significant revision of PEs to align with revised PCs
Knowledge Evidence	New KEs added: • Factors influencing a person's development status (with subpoints) • Additional subpoints added to organisational policies and procedures • Interpersonal and communication techniques and skills
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.2: Proposed changes to CHCDEV005M Analyse and respond to sociological factors in community services work

Section	Public and Government Consultation
Title	Title revised to reflect unit outcomes
Application	Comprehensive revision of application to ensure alignment with TPOF and to reflect level of autonomy in scope of role

	Not equivalent to <i>CHCDEV005 Analyse impacts of sociological factors on people in community work and services</i>
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Comprehensive and significant revision of Elements and PCs to ensure they are clear, assessable and measurable in line with TPOF requirements Additional PCs applied to Element 1
Performance Evidence	Significant revision of PEs to align with revised PCs No current changes to mandatory work hours however this remains under consideration
Knowledge Evidence	Significant revision of KEs to align with revised Elements and PCs
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements No new conditions

Table 1.3: Proposed changes to CHCDEV006M Analyse information for service planning and delivery

Section	Public and Government Consultation
Title	No changes
Application	Not equivalent to <i>CHCDEV006 Analyse information for service planning and delivery</i>
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Terminology in PCs updated to reflect TPOF requirements including clear assessable and measurable tasks Element 1 'to identify person's needs' added 'issues' replaced with 'challenges' throughout unit Element 2 – 'issues' replaced with 'needs' PC3.1 'Provide services in accordance with the action plan, legislative and organisational policies and procedures, and occupational health and safety requirements' replaced with 'Communicate plan with service providers and delegate actions according to scope of own role and organisational and legislative requirements' PC3.2 'current, complete, accurate and relevant records' replaced with 'records for progress against plan objectives'

	PC3.3 'monitor impact' replaced with 'measure effectiveness'
Performance Evidence	Significant revision to PEs to reflect revised PCs and ensure clarity
Knowledge Evidence	No changes
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.4: Proposed changes to CHCGMB001M Assess the needs of people experiencing problem gambling

Section	Public and Government Consultation
Title	Title change
Application	Update to application to reflect contemporary industry terminology and level of autonomy in scope of role 'client' replaced with 'person' throughout unit Not equivalent to <i>CHCGMB001 Assess the needs of clients with problem gambling challenges</i>
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Terminology in Elements and PCs updated to reflect TPOF requirements including clear assessable and measurable tasks PC2.3 'screening' added PC2.5 'person's eligibility added' PC3.3 removed Revised PC3.3 'counsellors and service providers' replaced with 'stakeholders' PC3.4 'agreements' added PC4.1 'service and/or the scope of the worker' replaced with 'organisational capacities' PC4.5 'work with' replaced with 'collaborate with'
Performance Evidence	Revision and update of all PEs to align with PC requirements
Knowledge Evidence	Additional KEs:

	- organisational policies and procedures to prepare for problem gambling assessment, conduct assessment and make referrals, including (subpoints included) - gambling harm and potential impacts of problem gambling - gambling disorders - concepts of safe gambling practices - case management principles and processes - cultural considerations and factors that may affect working with people to set goals (including subpoints) - effects of co-occurring challenges, factoring into case plans and referrals - negotiation techniques
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.5: Proposed changes to CHCGMB002M Provide counselling for clients with problem gambling issues

Section	Public and Government Consultation
Title	Title updated to state 'Provide counselling for people experiencing problem gambling challenges'
Application	Update to application to reflect contemporary industry terminology and level of autonomy in scope of role 'client' replaced with 'person' throughout unit 'issues' replaced with 'challenges' throughout unit
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Terminology in Elements and PCs updated throughout to reflect TPOF requirements including clear assessable and measurable tasks PC4.4 'Work collaboratively with others to support client needs according to organisational policies and procedures' replaced with 'Identify additional support needs and make referrals according to organisational policies and procedures'
Performance Evidence	PE1 'family and significant others' added
Knowledge Evidence	KE4 'gambling harm and potential impacts of problem gambling' added

	New KE 'different approaches to exploring the individual's experience of gambling and multiplicity of organising impulses, including' (included subpoints)
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.6: Proposed changes to CHCGRP001M Support group activities

Section	Public and Government Consultation
Title	No changes
Application	Minor update to application to include 'within scope of their role and available resources, to support group activities.'
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Terminology in PCs updated throughout to reflect TPOF requirements including clear assessable and measurable tasks PC1.1 separated to state 'Identify group purpose with group members' New PC1.2 'Determine activities which meet group purpose with group members'
Performance Evidence	New PEs to reflect PC requirements: - discussed and confirmed group purpose - collaboratively defined group rules with group members - used communication techniques to encourage participation of group members according to levels in which they are comfortable - used resources suitable to for group activities - identified and acknowledged group achievements
Knowledge Evidence	New KE: 'types of records for interactions'
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.7: Proposed changes to HCGRP002M Plan and conduct group activities

Section	Public and Government Consultation
Title	No changes
Application	Updated to reflect unit outcomes and level of autonomy in scope of role Not equivalent to <i>HCGRP002 Plan and conduct group activities</i>
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Comprehensive revision of PCs to align with TPOF requirements including addition of new PCs
Performance Evidence	PEs revised and requirements reduced to ensure limitations are removed
Knowledge Evidence	No changes
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements Addition of stipulation group to include 3 individuals

Table 1.8: Proposed changes to HCGRP003M Plan, facilitate and review psycho-educational groups

Section	Public and Government Consultation
Title	No changes
Application	No changes Not equivalent to <i>HCGRP003 Plan, facilitate and review psycho-educational groups</i>
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Comprehensive revision of PCs to align with TPOF requirements including addition of new PCs
Performance Evidence	PEs revised and requirements reduced to ensure limitations are removed

Knowledge Evidence	No changes New KEs: - Facilitating group work with children and young people - KE11 – subpoints added - KE14 – communication and interpersonal skills (including subpoints)
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.9: Proposed changes to CHCGRP004M Deliver structured programs

Section	Public and Government Consultation
Title	No changes
Application	Updated to reflect scope of role autonomy Not equivalent to <i>CHCGRP004 Deliver structured programs</i>
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Comprehensive revision of Elements and PCs to align with TPOF requirements including addition of new PCs
Performance Evidence	Comprehensive revision of PEs to align with revised PCs
Knowledge Evidence	New KEs: - communication and interpersonal skills when facilitating group learning (including subpoints) - diversity and inclusion factors (including subpoints)
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.10: Proposed changes to CHCLEG001M Work legally and ethically

Section	Public and Government Consultation
Title	No change
Application	No change
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Updates to Elements and PCs to ensure they are clear, assessable and measurable in line with TPOF requirements PCs 2.7 and 2.8 removed as addressed in revised PC2.4
Performance Evidence	PE2: reduced to 2 legal <u>and</u> 2 ethical issues PE3: 'communicated' replaced with discussed actions and reported'
Knowledge Evidence	New KE: 'funding and contractual requirements'
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.11: Proposed changes to CHCLEG002M Interpret and use legal information

Section	Public and Government Consultation
Title	No changes
Application	Application revised to reflect the scope of the unit and role.
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Comprehensive updates to Elements and PCs to ensure PCs are clear, assessable and measurable in line with TPOF requirements
Performance Evidence	PE updated to state: 'identified, analysed and used legislation within scope of own work role to address at least 3 different situations involving service users and organisational requirements'

Knowledge Evidence	New KE: organisational procedures for' (including subpoints)
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.12: Proposed changes to CHCLEG003M Manage legal and ethical compliance

Section	Public and Government Consultation
Title	No changes
Application	Application revised to reflect the scope of the unit and role. Not equivalent to <i>CHCLEG003 Manage legal and ethical compliance</i>
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Comprehensive updates to Elements and PCs, including new Element 5, to ensure PCs are clear, assessable and measurable in line with TPOF requirements
Performance Evidence	PE1 'workplace or business' replaced with 'organisation or department'
Knowledge Evidence	Significant revision of KEs to ensure alignment with TPOF and PC requirements
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.13: Proposed changes to CHCLLN001M Respond to client language, literacy and numeracy needs

Section	Public and Government Consultation
Title	No changes
Application	Application revised to reflect unit outcomes and scope of role Not equivalent to <i>CHCLLN001 Respond to client language, literacy and numeracy needs</i>
Pre-requisite unit	No changes
Foundation Skills	No changes

Elements and performance criteria	Comprehensive updates to Elements and PCs to ensure PCs are clear, assessable and measurable in line with TPOF requirements 'LLN' replaced with 'language, literacy and numeracy' throughout unit
Performance Evidence	Additional PE requirement: 'referring at least 1 of the above persons to external support services'
Knowledge Evidence	Significant revision of KEs to ensure alignment with TPOF and PC requirements
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.14: Proposed changes to CHCMED004M Prepare for mediation

Section	Public and Government Consultation
Title	No changes
Application	'Community services' removed 'work independently' included in scope of role
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Updates to Elements and PCs to ensure PCs are clear, assessable and measurable in line with TPOF requirements PC1.1 'participant's capacity to engaged' added PC1.4 'responsibilities' added PC1.5 'right to self-determination' added PC1.7 "according to legislative and organisation requirements' added Comprehensive revision of Element 2 and associated PCs PC3.5 'outcomes' added PC4.1 'mediation location' and 'safety requirements' added
Performance Evidence	Updated use of numerical numbers to specific volume of performance Performance reduced to 3 different mediations Subpoints removed
Knowledge Evidence	KEs revised to meet PC requirements KE1: 'organisations' replaced with 'organisational policies and procedures' and

Assessment Conditions	Assessor conditions updated to reflect TPOF requirements
-----------------------	--

Table 1.15: Proposed changes to CHCEDU010M Prepare and evaluate relationship education programs

Section	Public and Government Consultation
Title	No changes
Application	No changes
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Updates to PCs to ensure PCs are clear, assessable and measurable in line with TPOF requirements ‘clients’ and ‘person’s replaced with ‘target group’ throughout unit PC2.3 moved to PC2.5 PC2.3 ‘influences’ replaced with ‘issues’
Performance Evidence	PE2 ‘prepared or adapted programs based on at least 2 different relationship education models or theories’ replaced with ‘prepared or adapted programs based on at least 2 current theoretical frameworks, models and tools of relationship education practice’ PE3 ‘mediums’ replaced with ‘forms of presentation’
Knowledge Evidence	No changes
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.16: Proposed changes to CHCEDU011M Support parenting of very young children

Section	Public and Government Consultation
Title	No changes
Application	‘It has particular application to those involved in relationship education’ removed
Pre-requisite unit	No changes
Foundation Skills	No changes

Elements and performance criteria	Updates to Elements and PCs to ensure PCs are clear, assessable and measurable in line with TPOF requirements ‘or carers’ added throughout unit to reflect unit outcomes Element 3 ‘in parents of’ replaced with ‘for’ PC3.1 ‘Assist parents to identify relevant areas for development of their parenting confidence and competence by reviewing areas of concern’ replaced with ‘Review current skills and areas of concerns with parents or carers to identify parenting confidence and competence development opportunities’ PC3.3 removed as addressed in PC3.1
Performance Evidence	PE1 revised for clarity and accessibility to state: Supported at least 3 different parents or careers to develop parenting skills. The 3 instances must include individually or in combination, all of the following categories: • first time parents or carers • carers who are not biologically fathers or mothers • separated or single parents • parents or carers from diverse cultures
Knowledge Evidence	‘fathers, mothers/carers and’ replaced with ‘parents and primary caregivers’ throughout KEs ‘client’ replaced with ‘people’
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

Table 1.17: Proposed changes to CHCEDU012M Facilitate couple processes in group work

Section	Public and Government Consultation
Title	No changes
Application	No changes
Pre-requisite unit	No changes
Foundation Skills	No changes
Elements and performance criteria	Updates to PCs to ensure they are clear, assessable and measurable in line with TPOF requirements ‘client’ and ‘participant’ replaced with ‘persons’ throughout unit ‘issue’ replaced with ‘challenges’ throughout unit

	PC1.5 ‘Maintain an appropriate balance between stated program outcomes and the needs of each individual/couple’ replaced with ‘Adjust facilitation methods to meet individual and couple needs while adhering to stated program outcomes’ PC1.6 ‘challenging’ replaced with ‘prompting reflection on’ PC2.2 ‘individual’ removed PC3.5 ‘Seek assistance from appropriate professionals when issues are identified as beyond own limitations and boundaries’ replaced with ‘Identify challenges beyond scope of own role and seek assistance from appropriate professionals’
Performance Evidence	Subpoints for PE3 removed as addressed in KE
Knowledge Evidence	KE 12 ‘social, cultural and developmental’ removed KE13 ‘age’ added to subpoints New KE: • what constitutes different group processes • indicators of domestic and family violence • principles of safety in couples work • contemporary models of conflict resolution and de-escalation • group facilitation techniques for managing power imbalances • trauma-informed practice principles • crisis intervention models
Assessment Conditions	Assessor conditions updated to reflect TPOF requirements

2. Next Steps

Validation is expected to take place from 28 September 2026 – 11 October 2026.

During the validation period, the project team will facilitate multiple ways for stakeholders to engage and provide feedback, including:

- Consultation survey enabling stakeholders to provide feedback via HumanAbility’s website
- Opportunity to provide written feedback via email direct to the project team.

We invite stakeholders including employers, service providers, regulatory bodies, First Nations communities, training organisations, RTOs, students and communities, to engage in the format that best suits them.

Throughout the consultation, a consultation log of feedback will be maintained and made public, along with rationales for any decisions or revisions. After validation closes, the project team, with input from the Technical Committee, will review all feedback and update the drafts accordingly. Divergent views will be addressed, and if necessary, further validation will occur. Final drafts will then be submitted to the Assurance Body and the Skills Ministers for consideration, endorsement and implementation.

HumanAbility

ABN 36 665 836 608

Suite 4, 109 Union Road, Surrey Hills VIC 3127

humanability.com.au

HumanAbility is a Jobs and Skills Council
funded by the Australian Government
Department of Employment and
Workplace Relations.