<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Care Services</th>
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<tbody>
<tr>
<td>TSC</td>
<td>Care Assistance</td>
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<tr>
<td>TSC Description</td>
<td>Provide care, assistance and training in Activities of Daily Living (ADLs)</td>
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<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tbody>
<tr>
<td>SSC-CAR-1001-1.1</td>
<td>SSC-CAR-2001-1.1</td>
<td>SSC-CAR-3001-1.1</td>
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<tr>
<td>Follow organisational policies, protocols and procedures to provide care and assistance in Activities of Daily Living (ADLs)</td>
<td>Provide active support and assistance to clients in Activities of Daily Living (ADLs) according to individual care-plans</td>
<td>Supervise Care staff in providing care and assistance in Activities of Daily Living (ADLs) according to individual care plans</td>
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**Knowledge**

- Enhanced client’s needs in ADLs
- Common chronic health conditions afflicting clients
- Tools and equipment for ADLs and the ways to prepare them
- Ways to ensure client’s privacy and dignity
- Factors to consider in carrying out ADLs
- Abnormalities and risks in client conditions
- Organisational Standard Operating Procedures (SOPs) for recording and reporting ADLs
- Organisational SOPs for responding to emergencies
- Regulatory requirements and guidelines in assisting clients with chronic or acute conditions
- First aid and the use of Automated External Defibrillators (AEDs)
- Clients’ ADLs and leisure
- Procedures identifying client needs and providing support and assistance
- Support services available for clients
- Use of equipment and aids to support and assist client
- Principles of active support
- Client documentation requirements
- Relevant tools for tracking and monitoring progress
- Relevant legislation related to privacy and acts covering the care setting
- Training styles and methods relating to care assistance
- Individual care plans
- Client documentation requirements
- Requirements of the roles of subordinate staff
- Processes for monitoring performance and providing feedback
- Communication techniques in explaining the role and providing feedback
### Abilities

- Prepare tools and equipment to assist clients’ ADLs in accordance with care plans
- Explain clearly to client the ADLs to be conducted using effective communication skills
- Take appropriate actions to ensure client’s privacy and dignity is protected
- Prepare client for ADLs
- Carry out the ADLs in accordance with established organisational procedures
- Dispose waste in accordance with established procedures and regulatory requirements and guidelines
- Respond to emergencies according to organisational SOPs
- Report abnormalities to supervisors

- Provide active support and assistance to client in accordance with their care plans
- Explain the scope of the service to be provided to the client or caregiver
- Monitor the client, activities and environment to identify increased need for support and assistance with ADLs
- Maintain client documents according to organisational reporting and documentation standards
- Liaise with social service or healthcare professionals on supporting the client’s adherence to the care plans
- Break down respective ADLs into steps for training
- Track the progress of clients
- Educate clients on life skills, hygiene skills and appropriate boundaries
- Assess severity of abnormalities and determine appropriate course of action
- Apply contingency management skills in the event of emergencies according to organisational Standard Operating Procedures (SOPs)
- Understand the sources of training required for care staff to enhance staff’s capabilities
- Define roles, responsibilities and relationships of care staff within the team
- Monitor care staff’s performance of tasks in relation to client’s care plan
- Review the client’s commitment to the strategies and goals in the care plans with social service and/or healthcare professionals
- Contribute to the development of care plans