

BASIC COMPETENCIES	
TOPICS	OUTCOMES & OBJECTIVES
1. Participate in workplace communication	1.1 Obtain and convey workplace information 1.2 Complete relevant work related documents 1.3 Participate in workplace meeting and discussion
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team 2.2 Describe work as a team member
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals 3.2 Set and meet work priorities 3.3 Maintain professional growth and development
4. Practice occupational health and safety	4.1 Evaluate hazard and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness

COMMON COMPETENCIES	
TOPICS	OUTCOMES & OBJECTIVES
1. Implement and monitor infection control policies and procedures	1.1 Provide information to the work group about the organization's infection control policies and procedures. 1.2 Integrate the organization's infection control policy and procedure into work practices. 1.3 Monitor infection control performance and implement improvements in practices
2. Respond effectively to difficult/challenging behaviour	2.1 Plan and respond to emergencies. 2.2 Report and review incidents.
3. Apply basic first aid	3.1 Assess the situation. 3.2 Apply basic first aid techniques. 3.3 Communicate details of the incident.
4. Maintain high standard of patient services	4.1 Communicate appropriately with patients. 4.2 Establish and maintain good interpersonal relationship with patients. 4.3 Act in a respectful manner at all times. 4.4 Evaluate own work to maintain a high standard of patient service.

CORE COMPETENCIES	
TOPICS	OUTCOMES & OBJECTIVES
1. Provide care and support to infants /toddlers	1.1 Explain the concepts and principles of caring, growth and development of infants/toddlers 1.2 Prepare infants / toddlers for taking vital signs, bathing and dressing 1.3 Clean, sterilize feeding bottles and prepare milk formula 1.4 Prepare and introduce adequate nutrition and semi-solid food. 1.5 Prepare infant / toddlers crib.
2. Provide care and support to children	2.1 Explain the importance of instilling personal hygiene practices to children 2.2 Maintain children's paraphernalia 2.3 Prepare children for taking vital sign, bathing and dressing 2.4 Perform after care activities for materials and paraphernalia 2.5 Determine nutritional food requirements of children
3. Foster social, intellectual, creative and emotional development of children	3.1 Explain the concepts and principles of social, intellectual, creative and emotional development of children (3-12 yrs. Old)
4. Foster physical development of children	4.1 Explain the concepts and principles of physical development of children 4.2 Explain the importance of healthy sleeping patterns and practices 4.3 Perform physical activities
5. Provide care and support to elderly	5.1 Explain the concepts and principles of basic nursing care of the elderly 5.2 Identify appropriate physical, emotional, spiritual and intellectual needs. 5.1 Provide assistance in promoting the appropriate needs for roles, responsibilities, rights, freedom and activities of elderly. 5.2 Provide adequate nutrition and elimination
6. Provide care and support to people with special needs	6.1 Identify and explain the needs of people with special needs 6.2 Identify personal care and assistance needed for daily living 6.3 Establish and maintain appropriate relationship 6.4 Provide appropriate support for people with special needs 6.5 Assist in oral and written communication 6.6 Provide adequate nutrition and elimination for people with special needs

TOPICS	OUTCOMES & OBJECTIVES
7. Maintain a healthy and safe environment	7.1 Explain the concepts and principles in maintaining a clean and therapeutic environment 7.2 Explain the procedure in maintaining a clean and therapeutic environment 7.3 Assist client in implementing a safe and therapeutic environment
8. Respond to emergency	8.1 Discuss signs and symptoms of various illnesses and diseases 8.2 Identify and explain appropriate first aid and basic emergency procedure 8.3 Explain the procedures in implementing infection control prevention 8.4 Identify the appropriate procedures in medicine administration 8.5 Identify dangerous, hazardous and threat to safety and well being 8.6 Perform first aid procedures
9. Clean living room, dining room, bedroom, toilet and bathroom	9.1 Explain the principles and proper procedures in cleaning and polishing (living room, bedroom, bathroom, and kitchen) 9.2 Clean and sanitize toilet and bathroom 9.3 Identify different kinds of cleaning agent 9.4 Make up beds and cots. (open and closed bed) 9.5 Maintain a clean environment 9.6 Perform after care activities of materials and equipment
10. Wash and iron clothes, linens and fabrics	10.1 Explain the principles and procedures in washing and ironing clothes 10.2 Explain the procedures in operating tools and equipment 10.3 Perform laundry 10.4 Iron clothes, linens and fabrics 10.5 Perform after care activities of materials and equipment
11. Prepare hot and cold meals	11.1 Explain the procedures in preparing hot and cold meals 11.2 Prepare hot and cold meals 11.3 Prepare appetizers, sauces, dressings and garnishes 11.4 Cook meals and dishes according to recipe/ dietary requirements 11.5 Set table and serve cooked dishes 11.1 Perform after care activities of materials and equipment 11.2 Demonstrate personal good grooming and hygiene 11.3 Demonstrate clear and effective communication on the job. 11.4 Maintain professionalism at the workplace