

Domain	Social Auxiliary Work	Unit ID:AW07
Title:	Provide an efficient administrative support service to the social worker	
Level: 4		Credits: 6

Purpose

This unit standard is intended for those who provide an efficient administrative support service to the social worker. People credited with unit standard are able to provide an efficient administrative support service to the social worker.

Special Notes

1. Entry information:
Prerequisite:
 - *None*
2. Courses associated with this unit standard are to be delivered in the context of counselling services and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment may be conducted at a workplace, or simulated real workplace or an appropriate simulated environment in which counselling operations are carried out.
4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11 of 2007
 - The Social Security Act 1994
 - United Nations Convention on the Rights of the Child
 - Children's Status Act, No 6 of 2008
 - Child Care and Protection Act, No. 3 of 2015
 - Racial discrimination prohibition Act, No. 26 of 1991
 - Criminal Procedure Act, No 51 of 1977
 - Criminal Procedures Amendment Act, No 24 of 2003 (Vulnerable witnesses)
 - Combating of Immoral Practices Amendment Act, No. 7 of 2000
 - Namibia National Gender Equality Policy of 1997
 - Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)
 - Married Persons Equality Act, No 1 of 1996
 - Affirmative Action (Employment) Act, No 29 of 1998
 - Combating of Rape Act, No 8 of 2000
 - Communal Land reform Act, No. 5 of 2002
 - Maintenance Act, No. 9 of 2003
 - Domestic Violence Act, No. 4 of 2004
 - National Policy on HIV/AIDS
 - Occupational Health and Safety Regulations No. 18, 1997 all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and who comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Provide an administrative support service to the social worker

Performance Criteria

- 1.1 The importance of efficient administration and management in the organisational setting is understood and clearly reflected in responses.
- 1.2 Understanding the composition, procedures and purpose of meetings is reflected through practice.
- 1.3 Minutes of meetings are taken according to organisational requirements
- 1.4 The nature, value and processes of information gathering and the social auxiliary worker's role are clearly highlighted.

Element 2: Demonstrate the understanding of funding in social work services

Performance Criteria

- 2.1 The main elements related to the funding of social services according to organisational context are correctly identified.
- 2.2 An understanding of how to budget and be accountable when working in an organisation and with funds is demonstrated through records.
- 2.3 The nature, scope and procedures regarding all types of social grants are explained in detail.
- 2.4 Consistent accountability in terms of financial budgeting, procedures and administration is practiced.

Registration Data

Subfield:	Counselling Services
Date first registered:	
Date this version registered:	

Anticipated review:	
Body responsible for review:	Namibia Training Authority