**DRAFT**

CHCCDE028 Work within organisation and government structures to enable community development outcomes

**DRAFT**

# Modification History

|  |  |
| --- | --- |
| Release | Comments |
| Release 2 | Minor changes to performance criteria and performance evidence. |
| Release 1 | Not applicable |

# Application

This unit describes the performance outcomes, skills and knowledge required to work within community and government structures to enable community development processes.

This unit applies to workers using a community development approach to carry out work in the health, community services or other sectors. Workers at this level are part of a professional team and have the responsibility of supervision of others.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

# Pre-requisite Unit

Nil

# Competency Field

Community Development

# Unit Sector

Community Services

# Elements and Performance Criteria

|  |  |
| --- | --- |
| ELEMENTS | PERFORMANCE CRITERIA |
| Elements describe the essential outcomes  **DRAFT** | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Work within the structures and processes of the organisation | 1.1 Identify the management structure, governance structure, philosophy and purpose of own organisation  1.2 Contribute to planning processes for the organisation’s community development activities, within established lines of decision-making and accountability  1.3 Document and provide access to decisions and processes according to organisational policies and procedures |
| 2. Assess extent to which organisation supports community development work | 2.1 Identify organisation policies and procedures relevant to the local community  2.2 Use a strengths-based approach to community development work  2.3 Develop and use strategies to address identified barriers |
| 3. Utilise all levels of government for community development activities and projects | 3.1 Identify government funding sources for community resources and programs  3.2 Identify potential government policy barriers and collaborate with community stakeholders to determine strategies to address them  3.3 Develop strategic alliances between the organisation, community members and relevant government agencies to support community development activities  3.4 Seek opportunities to influence government decision and policies related to community issues and priorities  3.5 Facilitate community development activities and projects that adhere to relevant Commonwealth, State or Territory legal requirements  3.6 Monitor legal requirements for community development activities  3.7. Develop proposals to modify organisational policies and procedures based on updated legal requirements |
| 4. Maintain the profile of community development work within the organisation | 4.1 Communicate the organisation’s community development activities and achievements through formal and informal networks  4.2 Use communication media and activities to convey information about community development activities and achievements of the organisation to encourage support and interest  4.3 Seek and utilise opportunities to promote the organisation and its community development work and activities  4.4 Review public statements on organisation’s activities to confirm compliance with organisational policies and procedures for privacy and confidentiality |
| 5. Maintain management support for community development activities and projects  **DRAFT** | 5.1 Identify political, social, cultural and economic trends that may impact community development activities and projects and advise management of these  5.2 Facilitate community development activities and project work that adhere to the policies and procedures of the organisation  5.3 Resolve problems in implementing defined procedures  5.4 Identify and seek to resolve conflict between organisational policies and procedures and community and public issues  5.5 Prepare and present a report on community development activities and projects according to organisational policy and procedures to facilitate deliberations and decision-making |

# Foundation Skills

|  |  |
| --- | --- |
| Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement. | |
| SKILLS | DESCRIPTION |
| Writing skills to: | * complete familiar forms * document simple written instructions. |
| Reading skills to: | * interpret a variety of text to determine and confirm task requirements. |
| Numeracy skills to: | * select and interpret mathematical information that is relevant to budget of strategic planning. |

# Unit Mapping Information

Supersedes and is equivalent to CHCCDE012 Work within organisation and government structures to enable community development outcomes.

# Links

Companion Volume implementation guides are found in VETNet -

**DRAFT**

Assessment Requirements for CHCCDE028 Work within organisation and government structures to enable community development outcomes

**DRAFT**

# Modification History

Not applicable.

# Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

* assess aspects of at least one organisation’s management structure, philosophy, policies and procedures, which support community development work and the potential barriers to that work
* prepare at least one report on community development activities and projects and present to relevant stakeholders and management

# Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

* Commonwealth, State or Territory legislation and public policies impacting on community development processes
* structures and systems that support or present barriers to community development
* principles of participatory democracy
* management and governance structures operating with the community services industry
* key aspects of social, economic, political, cultural and economic development in the local community
* funding sources for community resources and programs at all levels of government
* managerial processes and approaches:
* management systems and principles
* performance standards
* service quality development
* consumer focus
* enterprise agreements
* performance monitoring and review
* change management principles
* organisational policies and procedures for:
* completion of community development activities and project work
* documentation
* privacy and confidentiality

**DRAFT**

# Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure:

* access to facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies
* access to Commonwealth, State or Territory legislation and public policies impacting on community development processes
* access to organisational policies and procedures
* opportunities for engagement with community stakeholders

# Links

Companion Volume implementation guides are found in VETNet -