



Australian Government

Department of Education, Employment and Workplace Relations

CHCGROUP201C Support the activities of existing groups

Release: 1

CHCGROUP201C Support the activities of existing groups

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to support identified existing community groups through the provision of resources

Application of the Unit

Application

This unit may be applied to group work in a range of community service settings

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Respond to requests for *support* from existing *groups*

- 1.1 Provide opportunities for groups to express their need for support
- 1.2 Make information available and develop and present options for meeting needs
- 1.3 Provide support within organisation policy and criteria and within the job role

2. Provide *resources*

- 2.1 Clearly describe to groups seeking support, the nature of resources, their availability and guidelines for use
- 2.2 Encourage cooperative approach to use of resources
- 2.3 Apply guidelines determining criteria, allocation and conditions of use
- 2.4 Provide advice on alternative sources of resources
- 2.5 Provide *reports* on the demand and use of resources where required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Organisation's programs, policies, objectives, criteria and priorities
- Organisation appointment system/booking system for provision of resources to groups
- Resources managed by the organisation
- Resources managed by other organisations
- Existing groups allied with the organisation's work
- Referral procedures for other organisations/agencies
- Understanding of group processes and group dynamics

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Provide support to existing groups within limits of own jobs and responsibilities

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Demonstrate application of skills in:
 - data collection
 - record-keeping

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit is best assessed in the workplace or in a simulated workplace under the normal of range conditions
- Assessment must include assessment of competence with more than one existing group

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Resources required for assessment of this unit include access to:
 - an appropriate workplace where assessment can take place or simulation of realistic workplace setting for assessment

EVIDENCE GUIDE

Method of assessment:

- Assessment may include observations, questioning or evidence gathered from the workplace

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Support will include:

- Resources managed by the organisation
- Information about resources managed by other organisations
- Advice and information
- Individual or group supervision

Groups include:

- Those defined by the objectives of the organisation
- Those in existence or in the process of being established within the organisation

Resources may include:

- Space for groups to meet
- Facilities
- Equipment
- Advice and information for groups
- Facilitators for group meetings
- Books, posters, videos and other materials
- Financial assistance
- Information about resources available from other organisations/agencies

RANGE STATEMENT

Reports may include:

- Basic data on demand and usage
- Information collected at the request of management/supervisor/team
- Routine reporting
- Information for users of resources

Unit Sector(s)

Not Applicable