



Australian Government

Department of Education, Employment and Workplace Relations

**LGACPRV504A Build the capacity of
individuals, organisations and communities
to support crime prevention**

Release: 2

LGACPRV504A Build the capacity of individuals, organisations and communities to support crime prevention

Modification History

LGACPRV504A Release 2: Layout adjusted.

LGACPRV504A Release 1: Primary release.

Unit Descriptor

This unit covers the knowledge and skills required to build the capacity of local and regional groups, organisations and/or communities to participate in and support crime prevention. This building of capacity is fostered through establishing partnerships between, providing information and resources to, and increasing the capability of individuals, organisations and/or communities. These activities are also vital in promoting the climate that crime prevention needs for it to grow and develop as a field.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Act as a resource to promote accessibility and capacity to support crime prevention	<p>1.1 Own awareness of actual and potential community-initiated crime prevention action is actively maintained.</p> <p>1.2 Requests for support are evaluated against the organisation's strategic intentions, priorities and available resources.</p> <p>1.3 Specialist advice on community safety and crime prevention issues and proposals is provided in accordance with requests and in line with organisational policies.</p> <p>1.4 Assistance is provided, when requested and as possible, to foster and promote community-initiated crime prevention action and service delivery performance.</p> <p>1.5 Proposals for crime prevention initiatives are reviewed in light of contemporary crime prevention principles and practices, including best practice benchmarks.</p>
2. Provide information and education to build awareness, capability and support	<p>2.1 Issues are responded to as they arise and according to policies and protocols.</p> <p>2.2 Information and education programs are developed, promoted and provided to meet identified needs.</p> <p>2.3 Information and training are provided for individuals, communities and organisations that address critical issues, enabling participation in discussion and decision making.</p> <p>2.4 Information is tailored and provided to promote sectoral interests to identified target groups and to build the capacity of individuals, organisations and communities to participate in public debates and decision making.</p>
3. Represent the organisation or community to foster support	<p>3.1 The representative role is established in line with the organisation or community's strategic direction and in consultation with key stakeholders and contacts.</p> <p>3.2 Opportunities are sought to represent the crime prevention interests of the organisation or community.</p> <p>3.3 Achievements are shared in a range of forums to promote ownership and understanding of mutual benefits.</p> <p>3.4 Participation in decision-making forums and working parties actively promotes the aims, philosophy and achievements of the organisation or community in relation to crime prevention.</p>
4. Facilitate the establishment and maintenance of supportive networks	<p>4.1 Opportunities to establish new networks are actively sought and acted upon.</p> <p>4.2 Assessment is made of the means for networks to contribute to crime prevention initiatives.</p> <p>4.3 Networks are utilised to communicate and promote the crime prevention needs of community groups and individuals and to obtain information relevant to</p>

ELEMENT

PERFORMANCE CRITERIA

5. Utilise strategic partnerships to build capacity

- practitioners' crime prevention function.
- 4.4 Networks are utilised to advocate for and facilitate the implementation of initiatives to address specific crime and public safety needs.
- 4.5 The costs and benefits of continuing a network are regularly evaluated against the organisation or community's policies and procedures.
- 5.1 Potential partnerships are identified and evaluated to determine mutual benefit and value to the crime prevention function.
- 5.2 Inter-organisational and inter-governmental agreements are negotiated where appropriate.
- 5.3 Partnerships are monitored and sustained over time.
- 5.4 Partnerships are utilised to facilitate action across sectors, organisations and communities.

Required Skills and Knowledge

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

Required Skills

- high level verbal and written communication skills
- promoting and advocating the interests of others
- research and issue analysis
- working with diverse individuals and cultural and social groups
- communicating, liaising and networking with community groups and individuals
- designing and developing a range of community education programs and training materials
- facilitating, delivering and evaluating community education initiatives
- coordinating people processes and information
- promoting and marketing educational initiatives
- working with interpreters
- organising, conducting and speaking at public meetings and forums
- presenting and using appropriate visual aids
- communicating sensitively with various individuals, groups and communities
- engendering commitment and overcoming resistance
- developing policies, procedures and protocols
- negotiating
- working with the media
- conducting risk assessments, both OHS and general

Required Knowledge

- contemporary crime prevention theory and best practice
- organisational or community policies, procedures, practices, guidelines and priorities
- current social, economic and industrial policies impacting on the area of crime prevention
- principles and practices associated with effective community liaison, networking and consultation
- the crime prevention needs, goals and priorities of the community
- cultural and social diversity implications for communication and team work
- meeting procedures and consultative decision-making processes
- practices and strategies for effective lobbying and advocacy of needs, priorities and individual rights
- contemporary principles and practices in community education
- strategies for developing and delivering awareness-raising community education programs, covering crime prevention and anti-social behaviour issues
- the impact of cultural and social differences on the design and delivery of community education programs
- existing community education programs, resources and their availability

- group dynamics and group development processes
- community education as a change process
- implications of a community's cultural and linguistic diversity
- OHS legislation, codes of practice and enterprise procedures

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

Demonstrated ability to work constructively with a wide range of community groups and stakeholders to maximise access, participation and support for crime prevention. In particular, evidence must be obtained on the ability to:

- promote accessibility and capacity of individuals, communities and/or organisations
- provide information to build participation, support and commitment to particular initiatives
- represent the organisation in effective ways through networks and partnerships in order to generate longer-term support
- establish and maintain supportive networks.
- Evidence of competency will also require demonstration of knowledge related to currently accepted best practice in crime prevention within one or more of the contemporary approaches to preventing crime: community-based, situational, developmental and criminal justice.

Context of assessment

Competency is demonstrated by performance of all stated criteria applicable to the workplace environment, within the scope of the Range Statement.

Assessment must take account of the endorsed Assessment Guidelines in the relevant Training Package.

Evidence is best gathered through a holistic assessment activity that integrates the elements of competency.

Assessment should reinforce the integration of the key competencies as indicated at the end of this unit.

Formative assessments may be conducted off the job and/or in simulated work environments. However, summative assessment of this unit of competency must be undertaken in an actual setting and preferably in conjunction with normal crime prevention activities.

Evidence must be from an actual setting, and may be gathered by direct questioning, direct observation or supervisor report of consultation and liaison in context, and by examining a portfolio. The portfolio should contain evidence of activities undertaken to support, inform and educate stakeholders and

	participants, represent the organisation or community and foster supportive networks and partnerships, as well as specific strategies to enhance accessibility and capacity.
Method of assessment	The following assessment methods are suggested: <ul style="list-style-type: none">• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate his/her handling of a range of contingencies• written and/or oral questioning to assess knowledge and understanding• completing workplace documentation• third-party reports from experienced practitioners• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.
Evidence required for demonstration of consistent performance	Evidence of competency in this unit will need to be gathered over time and across a range of actual or simulated workplace situations involving a combination of direct and indirect forms of supplementary evidence. Substantiation of prior performance may be sought from supervisors and peers within the workplace or from others who are able to provide reliable and substantiated evidence regarding the candidate's prior performance.
Resource implications	This unit involves workplace-based activities. The resources should relate specifically to the organisation's policies, guidelines, requirements, resources and equipment and may include: <ul style="list-style-type: none">• literature and information• organisational policies and guidelines• access to a particular geographic area and/or community group.

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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Not applicable.

Unit Sector(s)

Regulatory Services