Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF502A Facilitate development of group goals and projects

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

AHCCCF502A Facilitate development of group goals and projects

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers facilitating development of group goals and projects and defines the standard required to: identify and discuss land management issues with local groups; work with groups to identify local actions that they can become involved in to promote improved land management outcomes; provide support to a group in preparing project proposals and submissions.

Application of the Unit

Application of the unit	This unit applies to those dealing with groups and communities involved in a Landcare or similar program and covers the facilitation role to assist a group to develop its direction and role in terms of goals, action plans and projects, and to prepare submissions for funding on relevant projects.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Promote the identification of environmental issues	1.1. Group members are encouraged to identify local environmental issues within the context of the group's activities and program scope.
	1.2. Identified issues are developed in terms of the problem(s), the cause(s), and actions required.
	1.3. Group members are given opportunities to learn about environmental matters and to acquire additional related skills.
2. Facilitate development of priorities for action	2.1. Group members are facilitated to develop potential action strategies from identified issues to comply with program scope.
	2.2. Different action strategies are given priorities in terms of members' interests and skills, the impact in terms of solving environmental issues and promotion of solutions to environmental issues, and compliance with the program guidelines.
	2.3. Facilitation processes used are sensitive to the level of group development.
3. Facilitate development of goals	3.1. Group members are facilitated to develop goals of the group in terms of the locality and region environmental contexts, and to link these to action strategies to develop a cohesive action plan.
	3.2. Group is encouraged to document their goals and action strategies and to obtain membership approval.
	3.3. Group is encouraged to review previous goals and action plans as part of the development of new goals and action plans.
	3.4. Role of facilitator/coordinator in group development and management is clearly identified to reduce unrealistic expectations and conflict.
	3.5. Minority views and interests are managed to ensure group cohesion is maintained.
	3.6. Group is facilitated to develop its goals and projects within its rules of association and program guidelines.
	3.7. Goals and action strategies are correlated to regional plans and initiatives.
4. Support group to identify and evaluate potential projects	4.1. Group is facilitated to identify a range of potential projects within goals and action strategy.
	4.2. Group is facilitated through an evaluation process of alternative projects to determine: compliance with members' interests and skills, project scope within

ELEMENT	PERFORMANCE CRITERIA
	the resources of the group or network of regional groups, compliance within program scope, available funding and potential for acceptance.
	4.3. Group is encouraged to review the results of previous projects and submissions for funds as part of the development of new projects.
	4.4. Facilitation process is sensitive to individual members viewpoints, perspectives and cultures, and considerate of community goals and plans to manage any potential conflict.
5. Support group in development of project proposals and submissions	5.1. Group is facilitated to develop broad project plan within program guidelines and to develop costing.
	5.2. Group is assisted to prepare project proposal in terms of the program requirements and to complete submission for lodgement by the due date to the authorities.
	5.3. Group is assisted to document project evaluation requirements in accordance with program and proposal requirements.
	5.4. Relevant information is sourced to assist the group in the submission.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.

Required skills
• facilitate groups • present to groups • develop strategic plans • promote the identification of land management issues • assist in setting priorities for action • support a group to identify and evaluate potential projects • use literacy skills to fulfil job roles as required by the organisation.   The level of skill may range from reading and understanding documentation to completion of written reports • use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for

REQUIRED SKILLS AND KNOWLEDGE

clarification, negotiating solutions and responding to a range of views

- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- the range of group facilitation styles
- previous group history
- regional and national environmental issues
- regional community, groups and cultures
- local and broader politics
- strategic planning principles
- program guidelines
- national, State and regional funding priorities
- legislative requirements
- community and sector perspectives.

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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, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • identify and discuss land management issues with local groups • work with groups to identify local actions that they can become involved in to promote improved land management outcomes • provide support to a group in preparing project proposals and submissions.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Goals, action plans and projects may range from:	• a small area to a sub-catchment plan.
Environment issues for this standard may include:	• issues associated with the preservation of quality of soil, water and air, with protection of ecosystems or species, or the management of disturbance or degradation.
Group activities may include:	• previous and current range of activities of group • interests expressed by group members who may be independent or in co-operation with

RANGE STATEMENT	
	other groups • may relate to small area up to a sub-catchment plan, may address one or more issues.
Stakeholders may include:	• indigenous cultures.

Unit Sector(s)

Unit sector	Community coordination and facilitation

Co-requisite units

Co-requisite units		

Competency field

Competency field	

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