



Australian Government

CHCCDE017 Support collaborative planning processes

Release: 1

CHCCDE017 Support collaborative planning processes

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to provide opportunities for community groups and individuals to participate in the planning process and design collaborative arrangements for addressing common concerns.

This unit applies to workers using a community development approach to carry out work in the health, community services and other sectors. Workers at this level are part of a professional team and under the guidance of a supervisor.

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

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Promote and engage community participation in planning.

- 1.1. Identify key community stakeholders and their role in the planning process.
- 1.2. Develop and provide opportunities for community input to planning provision of services.
- 1.3. Use interpersonal and networking techniques to engage key people and groups within the community.

2. Contribute to planning

- 2.1. Collaborate with community stakeholders to identify and

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| processes. | document community strengths and key priorities to be addressed. |
| | 2.2. Collaborate with stakeholders to ensure identified priorities are addressed during development of plan. |
| | 2.3. Provide support and assistance to obtain resources required for successful implementation of plan. |
| | 2.4. Develop and document plan according to organisational policies and procedures. |
| | 2.5. Review and evaluate planning processes according to organisational policies and procedures. |
| 3. Evaluate planning processes. | 3.1. Seek feedback from community stakeholders to determine their level of engagement in planning processes. |
| | 3.2. Use feedback to determine if level of engagement was sufficient to ensure concerns were addressed during planning process. |
| | 3.3. Identify and document areas for improvement in planning processes to ensure optimum community collaboration. |
| 4. Review and update plan. | 4.1. Provide support to community groups to monitor and evaluate progress and outcomes of activities implemented as part of the plan. |
| | 4.2. Identify changing community priorities and document the impact on services included in the plan. |
| | 4.3. Identify and document areas where priorities were not met and update plan to incorporate solutions. |
| | 4.4. Provide support to community groups to become self-managing in the planning process. |

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.

DESCRIPTION

SKILLS

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| Numeracy skills to: | <ul style="list-style-type: none"> select and interpret mathematical information that is relevant to budget of strategic planning. |
| Oral communication skills to: | <ul style="list-style-type: none"> listening skills to understand needs of others. participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience. translate organisation policies and procedures into |

meaningful actions for the workgroup.

Unit Mapping Information

Supersedes and is not equivalent to CHCCDE001 Support participative planning processes.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>