



Australian Government

CHCGRP002 Plan and conduct group activities

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence.</p> <p>Supersedes CHCGROUP403D</p>

Application

This unit describes the knowledge and skills required to establish, lead and participate in a groups using a collaborative, strengths-based approach.

This unit applies to any individual involved in planning and leading group activities. Groups may be formal or informal.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

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

1. Plan group activities and resources

1.1 Review available information and identify the needs of the group

1.2 Generate ideas for activities that respond to identified needs

1.3 Identify, calculate and document the resources required for group activities

1.4 Identify and follow up on the need to make submissions for potential sources of assistance and resources within scope of own job role

1.5 Organise resources according to organisation

ELEMENT	PERFORMANCE CRITERIA
	procedures
2. Coordinate group planning processes	<p>2.1 Seek opportunities actively for collaborative planning and shared ownership with clients</p> <p>2.2 Solicit, analyse and prioritise information about group's needs and expectations</p> <p>2.3 Negotiate the purpose of group activities with the group allowing time and opportunity for individuals to articulate their ideas and wishes</p> <p>2.4 Translate purpose of proposed group activity into a set of documented aims and objectives based on input</p> <p>2.5 Analyse potential impact on group operation of the values and beliefs of both worker and client</p> <p>2.6 Design group strategies that promote effective group operation and take into account specific characteristics of participating clients</p>
3. Manage group processes and conflict	<p>3.1 Promote opportunities for open dialogue and active listening between group members</p> <p>3.2 Encourage and model sensitivity to diverse participants</p> <p>3.3 Use strategies to prevent conflict within own role, power and capacity</p> <p>3.4 Identify and reinforce the outcomes of positive conflict</p> <p>3.5 Clarify and confirm principles and practices of conflict resolution in a group and seek agreement to implement them</p> <p>3.6 Encourage acknowledgement of rights and responsibilities and perceptions of all participants in the conflict situation</p> <p>3.7 Offer opportunity to all participants for debriefing, support, mediation, consultation and facilitation</p>
4. Evaluate group activities	<p>4.1 Ensure aims and objectives of the group activity provide the basis for evaluation and feedback</p> <p>4.2 Seek feedback from group participants on leadership</p>

ELEMENT**PERFORMANCE CRITERIA**

style, group process, achievement of objectives, other achievements and areas for development

4.3 Document evaluation information according to organisation procedures and distribute to relevant people

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4fle53>