



Australian Government

Department of Education, Employment and Workplace Relations

CHCCD619B Establish and maintain community, government and business partnerships

Release: 1

CHCCD619B Establish and maintain community, government and business partnerships

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required by members of a community group to define, establish and maintain partnerships across sectors to develop community capacity

Application of the Unit

Application

This unit is intended for application within a community work or community development work context

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

1. Define opportunities for specific partnerships

PERFORMANCE CRITERIA

- 1.1 Establish opportunities for contribution to service delivery
- 1.2 Carry out consultation on the *types of partnerships* to meet service delivery opportunities within the organisation
- 1.3 Identify possible benefits to potential partners
- 1.4 Invite key stakeholders to comment and contribute to both opportunities and partnership type

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 2. Develop a <i>framework</i> for the partnership | 2.1 Promote desired partnership types and <i>partnership opportunities</i>
2.2 Develop a policy on the types of organisations acceptable to partner with
2.3 Identify specific organisations as suitable to approach
2.4 Develop a targeted partnership proposal for each organisation to be approached
2.5 Consult potential partners to develop frameworks that will meet the needs of all partners
2.6 Ensure selected partners establish the characteristics of the partnership
2.7 Ensure confirmed partners agree to the partnership characteristics including structure, scale, roles, goals and timeframes
2.8 Develop <i>measures for success</i> and communicate to stakeholders
2.9 Define an agreed exit strategy |
| 3. Maintain the partnership | 3.1 Promote the partnership in the agreed manner
3.2 Undertake regular communication and review with all partners
3.3 Identify, monitor and review challenges facing the partnership
3.4 Seek, communicate, document and review <i>opportunities for learning</i> from the partnership
3.5 Maintain transparency of agendas
3.6 Maintain <i>agreed measurement systems</i> |
| 4. Evaluate the effectiveness of the partnership | 4.1 Evaluate the flexibility and appropriateness of responses to challenges facing the partnership
4.2 Evaluate and communicate performance against agreed measures
4.3 Monitor, review and communicate to stakeholders capability to implement the exit strategy |

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:

- Mission, values and culture of the organisations targeted for and within the partnership
- Needs of the organisation
- Clarity of 'chain of command' - who will drive the partnership and how it relates to decision-making in the organisations

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Demonstrate strategic communication skills
- Undertake conflict resolution
- Apply skills in strategic planning, including developing objectives, strategies and relevant budgets
- Undertake partnership proposal development
- Identify benefits to potential partners

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:
 - general research
 - interview techniques
 - report writing

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
- Competency must be demonstrated in a real work environment
- Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over contexts applicable to the work environment
- Consistency in performance should consider the work environment, worker's role and responsibilities in the workplace

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

EVIDENCE GUIDE

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 include access to:
 - appropriate workplace where assessment can be conducted or
 - simulation of realistic workplace setting for assessment
 - equipment and resources normally used in the workplace
 - time (e.g. to establish good relationships)

Method of assessment may include:

- Observations
- Questioning
- Evidence gathered from the workplace environment and presented as a portfolio
- Demonstration over a period of time to ensure consistency of performance
- Assessment of a partnership proposal written for a specific partner
- In cases where the learner does not have the opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

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.

Types of partnerships:

- Partnerships may be between organisations across sectors and may be based on philanthropy, or a combination of resources to achieve common goals in developing community capacity

Partnership opportunities:

- Partnership opportunities are developed by the partners to meet both their needs and the various needs of the communities that they are part of

Framework refers to:

- The framework describes the structure policy and processes of the partnership to best meet stakeholder needs

Measures for success refers to:

- The quantifiable and qualitative goals that the partnership has developed to indicate that its purposes are being achieved

Opportunities for learning refers to:

- Practices of reflection throughout the workings of the partnership to seek opportunities for improvement

RANGE STATEMENT

Agreed measurement systems refers to:

- The process of measuring the identified success criteria

Unit Sector(s)

Not Applicable