



Australian Government

ICTICT616 Develop communities of practice

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to identify areas that would benefit from communities of practice (CoPs) and to develop communities.

The unit applies to senior Information and Communications Technology (ICT) management professionals responsible for teams and their output.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify community of practice requirements	1.1 Develop and document organisational knowledge map 1.2 Identify existing informal communities of practice (CoPs) 1.3 Determine and document needs and benefit of CoPs 1.4 Identify groups in disparate areas that share work goals
2. Devise spaces for involvement	2.1 Research and determine electronic meeting space according to group requirements 2.2 Search and secure shared storage in public and private areas 2.3 Enable group mailing capability 2.4 Enable other required technical facilitators

ELEMENT	PERFORMANCE CRITERIA
3. Invite participation	3.1 Publicise and promote CoP collaborative tools according to group requirements 3.2 Host and invite required personnel to group events 3.3 Allow new groups to coalesce 3.4 Accept different levels of participation
4. Assist evolution of community	4.1 Facilitate regular contact within CoPs 4.2 Enable evolution of CoPs 4.3 Seek feedback from group participants and change CoP accordingly

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	<ul style="list-style-type: none"> Actively identifies, creates and utilises linkages to enhance knowledge sharing, idea creation, individual and collective engagement and work outcomes
Oral communication	<ul style="list-style-type: none"> Uses the appropriate tone of voice, encouraging body language, plain English and a courteous manner when encouraging participation and facilitating CoPs
Reading	<ul style="list-style-type: none"> Identifies and reviews a wide variety of text sourced from organisational documentation, electronic meeting places and the organisational knowledge bank to determine relevant and key information
Writing	<ul style="list-style-type: none"> Uses persuasive writing, correct spelling, appropriate grammatical structures and a broad range of vocabulary, including idioms, colloquialisms and technical terminology, and applies document structures suitable to the document type
Teamwork	<ul style="list-style-type: none"> Fosters a collaborative culture within own sphere of influence, facilitating a sense of commitment and cohesion, and highlighting and using the strengths of those involved
Planning and organising	<ul style="list-style-type: none"> Takes responsibility for defining key aspects of own workload, balancing own needs and priorities with those of the work group
Problem solving	<ul style="list-style-type: none"> Actively identifies systems, devices and applications with potential to meet current and future needs

Unit Mapping Information

Supersedes and is equivalent to ICTICT606 Develop communities of practice.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>