



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAPLEM506A Improve community knowledge and skills in environmental management practices**

Release: 2

## **LGAPLEM506A Improve community knowledge and skills in environmental management practices**

### **Modification History**

LGAPLEM506A Release 2: Layout adjusted.  
LGAPLEM506A Release 1: Primary release.

### **Unit Descriptor**

This unit covers identifying, implementing and reviewing methods for improving community knowledge and skills in environmental management practices.

### **Application of the Unit**

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

### **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 <b>Identify the demographic composition of the community, and of interest groups and organisations in the community</b>	<p>1.1 Demographic <i>data on community</i> is gathered and collated.</p> <p>1.2 Community interest groups and organisations are identified.</p> <p>1.3 Data is analysed to identify the composition and characteristics of the local community.</p>
2 <b>Identify community need for information, skills and opportunities for involvement in environmental management practices</b>	<p>2.1 Relevant information to assist <i>community knowledge , skills</i> and opportunities for community involvement in environmental management is identified, researched and collated.</p> <p>2.2 Links with community interest groups, organisations and the broader community are established to identify information, skills and opportunities.</p> <p>2.3 Community needs and opportunities for community involvement are established.</p> <p>2.4 Gaps between expectations and current environmental management practices in the community are identified.</p> <p>2.5 The need for modification or improvement of existing environmental practices in the community is identified.</p> <p>2.6 New areas that require the implementation of environmental management practices in the community are identified.</p>
3 <b>Identify and assess the effectiveness of methods for creating and raising community awareness of environmental management practices</b>	<p>3.1 Data on the effectiveness of various methods is gathered and analysed in the context of known community data and environmental management targets.</p> <p>3.2 <i>Criteria</i> for determining the range and effectiveness of methods are determined, based on known information.</p> <p>3.3 Criteria are applied to known methods in order to determine relative effectiveness.</p> <p>3.4 Specialist knowledge and skills are applied to determine the most suitable methods in the community.</p>
4 <b>Implement appropriate methods to improve community awareness, skills and involvement in community environmental management practices</b>	<p>4.1 Financial resources are identified within budget cycles to support the achievement of required outcomes.</p> <p>4.2 Personnel are identified, trained and assigned to tasks so that strategy requirements for skills and knowledge are met.</p> <p>4.3 Physical facilities and equipment are identified and procured within budget cycles.</p> <p>4.4 Prioritised methods are implemented appropriately by identified staff.</p> <p>4.5 Improvement in community awareness of environmental issues is achieved in accordance with local policy, procedures and relevant legislative requirements.</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<b>5 Monitor and review levels of community awareness</b>	<p>5.1 Regular data is collected and analysed to provide accurate measures of performance.</p> <p>5.2 Comparisons are made with required outcomes to assess effectiveness.</p> <p>5.3 Recommendations are made for changes to methods and systems.</p> <p>5.4 Changes to methods and systems are made to ensure outcomes are achieved.</p> <p>5.5 Information obtained during monitoring and review is used to develop new methods and systems that are based on accumulated knowledge and experience.</p>

## **Required Skills and Knowledge**

This describes the essential skills and knowledge and their level, required for this unit

### **Required Skills**

- collecting and analysing quantitative and qualitative data
- community consultation
- community education
- presenting information to diverse individuals or groups
- programming activities
- program planning, implementation and review
- budgeting
- evaluating

### **Required Knowledge**

- environmental issues
- community needs and expectations
- council structure, services, policies and procedures
- training requirements and networks
- community development strategies
- native title

## Evidence Guide

<b>Overview of assessment requirements</b>	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
<b>Critical aspects of evidence to be considered</b>	<p>A range of relevant environmental management practices are identified and documented.</p> <p>Community consultation is carried out and documented.</p> <p>Resources are identified within budget cycle.</p> <p>Topics are prioritised relevant to community expectations, identified outcomes and resource constraints.</p> <p>A variety of methods to improve community knowledge, skills and opportunities for involvement is activated.</p> <p>Monitoring and review process is carried out and results are documented.</p>
<b>Context of assessment</b>	On the job or in a simulated work environment.
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"><li>• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies</li><li>• written and/or oral questioning to assess knowledge and understanding</li><li>• completion of workplace documentation</li><li>• third-party reports from experienced practitioners</li><li>• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor</li></ul>
<b>Evidence required for demonstration of consistent performance</b>	Evidence will need to be gathered over time across a range of variables.
<b>Resource implications</b>	<p>Access to relevant data sets including:</p> <ul style="list-style-type: none"><li>• Australian Bureau of Statistics</li><li>• community profiles</li><li>• real or simulated community consultation processes such as workshops</li><li>• forums</li><li>• participation in community events</li></ul>

## 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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

***Data on community*** may include:

- Australian Bureau of Statistics data
- community profiles
- information gathered from community groups and organisations

***Community knowledge*** may include:

- methods of information distribution
- methods for suggesting improvements in systems
- local authority environmental management policies and practices
- other organisation's environmental management policies and practices
- community education techniques
- networks
- environmental management expertise

***Community skills*** may include:

- composting
- mulching
- worm farming
- waste sorting
- community education
- action learning
- media skills
- building materials
- energy efficiency (e.g. solar and water)
- vegetation
- handling and disposing of toxins

***Criteria*** may include:

- the range of education and marketing methods used
- consistency of involvement
- level and quality of training provided
- level and quality of involvement from each section of the community
- funding and resources required to support the involvement
- quality and level of benefit derived from involvement
- goals for involvement
- available resources and funds

## **Unit Sector(s)**

Planning