



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF405A Develop community networks

Release: 1

AHCCCF405A Develop community networks

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers developing community networks and defines the standard required to: identify groups in the community and key contacts within the community; investigate equity requirements and cultural protocols for dealing with community groups; establish networks of common interests through individual contacts and contacts with other groups; promote land management activities and issues to community groups through networking; document networks and community contacts to provide a consultation mechanism for land management programs.
------------------------	--

Application of the Unit

Application of the unit	This unit applies to those who develop relationships that support the establishment and development of the group and provide support from within the community for the group.
--------------------------------	---

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Make contacts within community	1.1. Connections are made through business, social and personal contacts and programs to the community. 1.2. Connections are identified for the potential in regard to some group program or activity. 1.3. Plans for developing contacts and relationships are formulated in conjunction with relevant group members and leaders. 1.4. Equity requirements and cultural backgrounds of people being contacted are respected. 1.5. Appropriate cultural protocols are observed to establish positive contacts. 1.6. Appropriate mechanisms are followed to establish contacts with Indigenous communities. 1.7. Community requests for information on or participation in programs or activities are addressed to promote the group(s) and program.
2. Form and create links	2.1. Contact is developed through promotional activities, programs and activities of mutual interest to community members and groups. 2.2. Activities, programs and personal contact are structured to allow trust and understanding to develop within group and community. 2.3. Working relationships are developed in areas of common interest and goals to bring benefit to all parties. 2.4. Feedback on programs and community group activities is sought from participants and community, and used to modify their application. 2.5. Appropriate records are developed to maintain ongoing contracts and relationships.
3. Build networks	3.1. Individual contacts and contacts with other groups are used to establish networks of common interest. 3.2. Programs and activities are reviewed to incorporate networks and the network resources in areas of common interest and goals. 3.3. Progress in establishing links and networks is evaluated and opportunities for further action are identified. 3.4. Relationships and networks are managed to ensure compliance with cultural protocols and with agency/enterprise procedures and guidelines.
4. Report on	4.1. Community liaison activities are evaluated in terms

ELEMENT	PERFORMANCE CRITERIA
community liaison	of their costs, benefits to the group(s) program and contribution to the community. 4.2. Reports on community liaison activities are prepared and submitted in line with group and program/agency guidelines.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- identify community cultures and goals
- use manual or electronic index systems
- give presentations to diverse groups of people
- handle contentious issues raised by others in conjunction with strong views
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- community structures, organisations and cultures
- relevant government community action program(s)
- process of delivery of program(s)
- broad Australian and regional history
- current social and environmental affairs for local community and wider region
- rural industry operations and structures (for rural programs)
- relevant legislation
- affirmative action and anti-discrimination policies
- occupational health and safety requirements.

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- identify groups in the community and key contacts within the community
- investigate equity requirements and cultural protocols for dealing with community groups
- establish networks of common interests through individual contacts and contacts with other groups
- promote land management activities and issues to community groups through networking
- document networks and community contacts to provide a consultation mechanism for land management programs.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Networks may include:

- the range of business and community networks associated with agriculture, horticulture and land management.

Unit Sector(s)

Unit sector	Community coordination and facilitation
--------------------	---

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--