



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF406A Facilitate ongoing group development

Release: 1

AHCCCF406A Facilitate ongoing group development

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers facilitating ongoing group development and defines the standard required to: maintain contacts with group leaders to facilitate community networking; share ideas between groups to foster initiative and innovation; maintain contacts with community groups; identify sources of conflict and issues that detract from the effective and equitable functioning of a group; resolve group conflict and refer group issues for specialist advice if required; use a range of facilitation strategies to work with groups.
------------------------	--

Application of the Unit

Application of the unit	This unit applies to those who support a community Landcare group or similar, in its ongoing management and resolution of issues.
--------------------------------	---

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. Maintain contact on group activities	1.1. Contact is maintained with group leaders/officers on current and proposed group activities and projects. 1.2. Advice on group operation and opportunities is provided when sought by leaders/officers. 1.3. Role of facilitator/coordinator in group operations is clearly defined with the management committee to avoid misunderstanding.
2. Provide fresh input into group	2.1. Relevant new initiatives and ideas from other groups and program areas are identified for input into/suggestion to the group. 2.2. New initiatives and ideas are systematically sought from appropriate sources. 2.3. Any suggestions are developed before submission to include local group and program context.
3. Maintain network of contacts	3.1 Contacts with members of the group and community are maintained to provide interchange of ideas and information.
4. Facilitate resolution of group operating difficulties	4.1. Group issues with potential to hinder group operations are identified before damage has occurred. 4.2. External threats are assessed to facilitate negotiation of solutions between the group and external parties. 4.3. Internal operating difficulties are resolved where possible through facilitation and use of relevant expert advice. 4.4. Groups requiring major restructuring are identified to implement change management processes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- develop network of contacts in groups and communities
- resolve conflict
- negotiate within the group
- negotiate on behalf of the group
- implement change management processes

REQUIRED SKILLS AND KNOWLEDGE

- 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

- group development and facilitation techniques
- basic financial statements and procedures
- program guidelines
- general understanding of natural resource management, sciences and technologies associated with program
- legislative requirements for group operations, programs and projects
- Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses
- risk analysis
- committee and group procedures
- legislative requirements associated with operation of incorporated groups
- community and sector cultures and perspectives.

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: • maintain contacts with group leaders to facilitate community networking • share ideas between groups to foster initiative and innovation • maintain contacts with community groups • identify sources of conflict and issues that detract from the effective and equitable functioning of a group • resolve group conflict and refer group issues for specialist advice if required • use a range of facilitation strategies to work with groups.
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.	
Strategies and approaches may include:	• the development of relationships with committee and individual members • negotiation • facilitation of meetings • provision of information

RANGE STATEMENT

	• situation analysis • clear problem solving approaches.
--	--

Unit Sector(s)

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

Co-requisite units

Co-requisite units		

Competency field

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