



**Australian Government**

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

# **AHCCCF503A Promote group formation and development**

**Release: 1**

## AHCCCF503A Promote group formation and development

### Modification History

Not Applicable

### Unit Descriptor

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit descriptor</b> | This unit covers the promotion of group formation and development and defines the standard required to: investigate forming a group to progress a land management issue or project; promote the land management initiative to assist group formation and gain support from existing groups; use activities to facilitate group formation and bonding and to attract new members; respond to and solve conflict constructively; deal with groups with appropriate regard for cultural issues, equity and disability. |
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### Application of the Unit

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| <b>Application of the unit</b> | This unit applies to those who bring people together to form and strengthen a Landcare group or similar, its processes and outcomes. |
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

|                           |  |  |
|---------------------------|--|--|
| <b>Prerequisite units</b> |  |  |
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## Employability Skills Information

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| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

Not Applicable

## Elements and Performance Criteria

| <b>ELEMENT</b> | <b>PERFORMANCE CRITERIA</b> |
|----------------|-----------------------------|
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| ELEMENT                                             | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Identify potential for group                     | <p>1.1. Community research is carried out to determine potential interest in forming group in a locality or region.</p> <p>1.2. Members of existing groups are encouraged to use their networks of contacts to promote the group and program, and to obtain new members.</p>                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. Develop approach to create and maintain interest | <p>2.1. Community organisations and media are identified as potential avenues for promotion.</p> <p>2.2. Program is promoted in region or locality to create interest in it and its objectives.</p> <p>2.3. Approaches to diverse sections of the community are modified to cater for their perspectives and cultures.</p> <p>2.4. People interested in forming new groups are brought together to explore their potential.</p>                                                                                                                                                                                                                                                             |
| 3. Communicate group potential and achievements     | <p>3.1. Environmental issues that have the potential to be addressed by the community and group are identified and promoted to raise interest.</p> <p>3.2. Group and regional achievements are recorded and used to promote the group and the program.</p> <p>3.3. Any tension and/or conflict between people in group formation and development is identified and addressed using appropriate and consistent conflict resolution approaches.</p>                                                                                                                                                                                                                                           |
| 4. Enlist members and volunteers                    | <p>4.1. Contacts are invited to join the group and program to increase community involvement and resources.</p> <p>4.2. Interests and skills of community members are identified to introduce them to relevant program activities and others with mutual interests.</p> <p>4.3. People who wish to form new groups are given advice, support and access to information and program resources to form the new group.</p> <p>4.4. Approaches and dealings with individuals and groups include appropriate regard for cultural issues, equity and disability.</p> <p>4.5. Minority interests within the group are managed to develop group cohesiveness in line with program requirements.</p> |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- identify the potential for the group
- facilitate groups
- speak and present in public
- use the media
- develop approaches to create and maintain interest
- facilitate meetings and discussion during group formation and development phases
- facilitate formation and development of committees
- attract members and volunteers
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- 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 complex workplace measures
- 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

- sources of local information
- environmental issues
- structure and operation of community organisations
- range of one to one presentation methods
- range of group presentation methods
- group formation processes
- public relations principles
- principles of negotiation and conflict resolution
- program objectives, scope and guidelines
- agency procedures and related requirements
- public safety requirements
- local media outlets
- public relations principles
- legislative, agency and program requirements including occupational health and safety, equal opportunity and special requirements to support women, migrants and indigenous peoples
- principles of negotiation and conflict resolution.



## Evidence Guide

| <b>EVIDENCE GUIDE</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Overview of assessment</b>                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>                                                                                                                    | <p>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:</p> <ul style="list-style-type: none"> <li>• investigate forming a group to progress a land management issue or project</li> <li>• promote the land management initiative to assist group formation and gain support from existing groups</li> <li>• use activities to facilitate group formation and bonding and to attract new members</li> <li>• respond to and solve conflict constructively</li> <li>• deal with groups with appropriate regard for cultural issues, equity and disability.</li> </ul> |
| <b>Context of and specific resources for assessment</b>                                                                                                                                                                | 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

| <b>RANGE STATEMENT</b>                                            |                                                                                                                                                                                                  |
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| The range statement relates to the unit of competency as a whole. |                                                                                                                                                                                                  |
| Groups may include:                                               | <ul style="list-style-type: none"> <li>• Landcare</li> <li>• Bushcare</li> <li>• Rivercare</li> <li>• other community groups associated with restoration and rehabilitation projects.</li> </ul> |

**Unit Sector(s)**

|                    |                                         |
|--------------------|-----------------------------------------|
| <b>Unit sector</b> | Community coordination and facilitation |
|--------------------|-----------------------------------------|

**Co-requisite units**

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| <b>Co-requisite units</b> |  |  |
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**Competency field**

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| <b>Competency field</b> |  |
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