



Australian Government

CHCCDE013 Establish and develop community organisations or social enterprises

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria New evidence requirements for assessment including volume and frequency requirements Significant changes to knowledge evidence

Application

This unit describes the skills and knowledge required to work with the community to develop existing, or establish new, organisations, programs or services.

This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Establish the need, purpose and philosophy for the organisation or social enterprise

1.1 Identify and assess the need, purpose and philosophy for establishment of a new organisation, or the development of an existing organisation, through participation of stakeholders for the organisation

1.2 Carry out negotiations in a way which generates support for the prioritises and rights of the target group and which takes account of the relevant viewpoints and perspectives

1.3 Base all establishment work on defined community

ELEMENT**PERFORMANCE CRITERIA**

development methods and market place need

1.4 Clarify and negotiate goals and objectives with key stakeholders, consistent with the purpose and philosophy of the organisation or social enterprise

2. Review and/or develop organisation structures

2.1 Identify and assess the proposed purpose, scope, impact and process for change, for incorporation in planning

2.2 Prepare appropriate reporting on all aspects of the proposed plan and submit for approval to the decision-makers

2.3 Undertake appropriate participation methods to ensure all stakeholders play a major role throughout restructure or development processes

2.4 Consult relevant organisations and stakeholders about proposed structural changes and, where appropriate, arrange for participation throughout the process

2.5 Assess the strengths and weaknesses of a range of potential forms and models of organisations and social enterprises

2.6 Develop an appropriate structure which is consistent with the purpose, philosophy and roles of the organisation or social enterprise and which meet industrial, legal and policy requirements

2.7 Establish appropriate mechanisms to monitor the development

2.8 Provide ongoing advice to decision-makers as required on all aspects of the proposed changes and implementation strategy

2.9 Implement restructure in line with the approved strategy

3. Meet legal requirements to establish new or develop existing organisation

3.1 Identify and adhere to legal requirements to establish the organisation or social enterprise

3.2 Ensure records required to meet legal requirements are prepared, authorised and handled appropriately

ELEMENT**PERFORMANCE CRITERIA**

4. Market and promote the organisation and organisational changes

4.1 Promote the benefits of the new organisation or organisation changes to stakeholders, target groups and those within the organisation to ensure maximum effectiveness

4.2 Implement appropriate evaluation and monitoring processes to ensure maximum effectiveness of the changes

5. Evaluate organisation or social enterprise results

5.1 Assess the community organisation or social enterprise results against plan

5.2 Discuss results with key stakeholders to determine future directions

5.3 Document any key changes in future planning of the community organisation or social enterprise

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCCDE013 Establish and develop community organisations or social enterprises

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has:

- developed a business plan for at least 1 community organisation or social enterprise based on identified community priorities, abilities and market place need

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. These include knowledge of:

- relevant national and state legislation
- community organisation models:
 - Government funded
 - Fee for service
 - Social enterprise
- sources of funding, including:
 - federal, state/territory and local government funding sources
 - philanthropic agencies
 - private business and sponsorship
 - requests, donations and other private grants
 - fees for services
- contemporary economics and politics and their impact on community development

- organisation design and management principles
- community services and health networks and stakeholders
- principles of project management, including:
 - consultation, participation and research methodologies
 - project planning process

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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