



**Australian Government**

# **CHCCDE017 Support collaborative planning processes**

**Release: 1**

# CHCCDE017 Support collaborative planning processes

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to provide opportunities for community groups and individuals to participate in the planning process and design collaborative arrangements for addressing common concerns.

This unit applies to workers using a community development approach to carry out work in the health, community services and other sectors. Workers at this level are part of a professional team and under the guidance of a supervisor.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Competency Field

Community Development

## Unit Sector

Community Services

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

*Elements describe the essential outcomes*

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

1. Promote and engage community participation in planning.

1.1. Identify key community stakeholders and their role in the planning process.  
1.2. Develop and provide opportunities for community input to planning provision of services.  
1.3. Use interpersonal and networking techniques to engage key people and groups within the community.

2. Contribute to planning

2.1. Collaborate with community stakeholders to identify and

- |                                 |                                                                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| processes.                      | document community strengths and key priorities to be addressed.                                                                      |
|                                 | 2.2. Collaborate with stakeholders to ensure identified priorities are addressed during development of plan.                          |
|                                 | 2.3. Provide support and assistance to obtain resources required for successful implementation of plan.                               |
|                                 | 2.4. Develop and document plan according to organisational policies and procedures.                                                   |
|                                 | 2.5. Review and evaluate planning processes according to organisational policies and procedures.                                      |
| 3. Evaluate planning processes. | 3.1. Seek feedback from community stakeholders to determine their level of engagement in planning processes.                          |
|                                 | 3.2. Use feedback to determine if level of engagement was sufficient to ensure concerns were addressed during planning process.       |
|                                 | 3.3. Identify and document areas for improvement in planning processes to ensure optimum community collaboration.                     |
| 4. Review and update plan.      | 4.1. Provide support to community groups to monitor and evaluate progress and outcomes of activities implemented as part of the plan. |
|                                 | 4.2. Identify changing community priorities and document the impact on services included in the plan.                                 |
|                                 | 4.3. Identify and document areas where priorities were not met and update plan to incorporate solutions.                              |
|                                 | 4.4. Provide support to community groups to become self-managing in the planning process.                                             |

## Foundation Skills

*Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.*

### DESCRIPTION

#### SKILLS

- |                               |                                                                                                                                                                                                                                                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy skills to:           | <ul style="list-style-type: none"> <li>select and interpret mathematical information that is relevant to budget of strategic planning.</li> </ul>                                                                                                                                                   |
| Oral communication skills to: | <ul style="list-style-type: none"> <li>listening skills to understand needs of others.</li> <li>participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience.</li> <li>translate organisation policies and procedures into</li> </ul> |

meaningful actions for the workgroup.

## **Unit Mapping Information**

Supersedes and is not equivalent to CHCCDE001 Support participative planning processes.

## **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 CHCCDE017 Support collaborative planning processes

## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- collaborate with community stakeholders, both individuals and groups, to undertake the planning process and develop at least one plan that addresses a key community priority or concern, including:
  - identifying key stakeholders
  - determining and accessing resources to implement plan
  - seeking feedback on planning processes and determining areas for improvement
  - implementing amendments to the plan to address areas of changing needs.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- Commonwealth, State or Territory legislation and public policies impacting on community development processes
- social, community and youth issues impacting the local community
- contemporary economics and politics and their impact on community development
- community development as a social change strategy
- community development approaches and frameworks:
  - asset-based
  - rights-based
  - needs-based
  - gap-based
- key stakeholders involved in the development of community plans
- principles and practices of community development work:
  - structural disadvantage and inequality
  - social justice and human rights:
    - individual
    - family
    - community
    - society

- processes for development of community plans:
  - identification of stakeholders
  - identification of priorities
  - strategies for encouraging community collaboration
  - strategies for communicating with stakeholders
  - funding and resourcing options
  - evaluating, reviewing and updating planning processes and plans.

## Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure:

- access to facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies
- access to Commonwealth, State or Territory legislation and public policies impacting on community development processes
- access to organisational policies and procedures
- opportunities for engagement with community stakeholders.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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