



Australian Government

CHCCDE028 Work within organisation and government structures to enable community development outcomes

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to work within community and government structures to enable community development processes.

This unit applies to workers using a community development approach to carry out work in the health, community services or other sectors. Workers at this level are 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 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

Elements describe the essential outcomes

1. Work within the structures and processes of the organisation.

PERFORMANCE CRITERIA

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

- 1.1. Identify and work within the management and governance structure, philosophy and purpose of own organisation.
- 1.2. Work within lines of decision making and accountability in contributing to planning processes in relation to organisation's community development activities.
- 1.3. Ensure decisions and processes are documented according to organisational policies and procedures and accessible to

- all involved.
2. Assess extent to which organisation supports community development work.
 - 2.1. Identify organisation policies and procedures of the local community.
 - 2.2. Use a strengths-based approach to community development work.
 - 2.3. Develop and use strategies to address identified barriers.
 3. Utilise all levels of government for community development activities and projects.
 - 3.1. Research all levels of government to identify current and future funding sources for community resources and programs.
 - 3.2. Identify potential government policy barriers and work with community stakeholders to determine strategies to address.
 - 3.3. Develop strategic alliances between the organisation, community members and relevant government agencies to support community development activities.
 - 3.4. Proactively seek opportunities to influence government decision and policy making which relates to community issues and priorities.
 - 3.5. Ensure community development activities and projects adhere to relevant Commonwealth, State or Territory legal requirements.
 - 3.6. Regularly update information about current legal requirements and develop proposals to modify organisational policies and procedures in relation to community development activities.
 4. Maintain the profile of community development work within the organisation.
 - 4.1. Use formal and informal networks to communicate the organisation's community development activities and achievements.
 - 4.2. Use communication media and activities to convey information about community development activities and achievements of the organisation to encourage support and interest.
 - 4.3. Seek and utilise opportunities to promote the organisation and its community development work and activities.
 - 4.4. Display sensitivity in details, content and extent of public comment on organisation's activities, in accordance with organisational policies and procedures for privacy and confidentiality.
 5. Maintain management support for community development activities and projects.
 - 5.1. Identify and advise management of political, social, cultural and economic trends that may impact on community development activities and projects.
 - 5.2. Ensure community development activities and project work is carried out in accordance with the policies and procedures of the organisation.
 - 5.3. Promptly address problems in implementing defined

procedures to ensure resolution.

- 5.4. Identify and seek to resolve conflict between organisational policies and procedures and community and public issues.
- 5.5. Ensure information about community development activities and projects is provided within the management structures to facilitate effective and informed deliberations and decision making.
- 5.6. Prepare and present a community development activities and projects report according to organisational policy and procedures.

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

- | | |
|---------------------|---|
| Writing skills to: | <ul style="list-style-type: none">• complete familiar forms• document simple written instructions. |
| Reading skills to: | <ul style="list-style-type: none">• interpret a variety of text to determine and confirm task requirements. |
| Numeracy skills to: | <ul style="list-style-type: none">• select and interpret mathematical information that is relevant to budget of strategic planning. |

Unit Mapping Information

Supersedes and is equivalent to CHCCDE012 Work within organisation and government structures to enable community development outcomes.

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 CHCCDE028 Work within organisation and government structures to enable community development outcomes

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:

- assess aspects of at least one organisation's management structure, philosophy policies and procedures, which support community development work and the potential barriers to that work
- prepare at least one comprehensive and accurate report on community development activities and projects and present to relevant stakeholders and management.

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
- structures and systems that support or present barriers to community development
- principles of participatory democracy
- management and governance structures operating with the community services industry
- key aspects of social, economic, political, cultural and economic development in the local community
- funding sources for community resources and programs at all levels of government
- managerial processes and approaches:
 - management systems and principles
 - performance standards
 - service quality development
 - consumer focus
 - enterprise agreements
 - performance monitoring and review
- change management principles
- organisational policies and procedures for:
 - completion of community development activities and project work
 - documentation
 - privacy and confidentiality.

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.

Links

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