



Australian Government

CHCCDE029 Establish and develop community organisations or social enterprises

Release: 1

CHCCDE029 Establish and develop community organisations or social enterprises

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to work with the community to develop existing or establish new community organisations and social enterprises.

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. Establish the marketplace need, purpose and philosophy for the community organisation or social

PERFORMANCE CRITERIA

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

- 1.1. Engage with community stakeholders to identify and assess the marketplace need, purpose and philosophy for establishment of a new, or the development of an existing, community organisation or social enterprise.
- 1.2. Negotiate to generate support for the priorities and rights of the target group, taking into account community stakeholder

- enterprise.
- viewpoints and perspectives.
- 1.3. Clarify and negotiate goals and objectives with key community stakeholders, consistent with the purpose and philosophy of the community organisation or social enterprise.
 - 1.4. Develop business plan to meet community stakeholder needs.
 - 1.5. Use defined community development methods and marketplace need as the basis for all establishment work.
2. Review and develop organisational structure.
 - 2.1. Identify and assess the proposed purpose, scope, impact and process for change, for incorporation in planning.
 - 2.2. Prepare reports for all aspects of the proposed plan and submit to decisions makers for approval.
 - 2.3. Undertake participation methods to ensure all community stakeholders play a major role throughout organisational restructure or development processes.
 - 2.4. Consult community organisations and stakeholders about proposed structural changes and arrange for their participation throughout the process.
 - 2.5. Assess the strengths and weaknesses of forms and models of community organisations and social enterprises.
 - 2.6. Develop an organisational structure consistent with the purpose, philosophy and roles of the community organisation or social enterprise, and which meet industrial, legal and policy requirements.
 - 2.7. Establish mechanisms to monitor the development of the organisational structure and identify areas for change.
 - 2.8. Provide ongoing advice to decision makers as required on all aspects of the proposed changes and implementation strategy.
 - 2.9. Implement organisational restructure in line with the approved strategy.
 3. Meet legal requirements to establish new or develop existing community organisation or social enterprise.
 - 3.1. Identify and adhere to legal requirements to establish the community organisation or social enterprise.
 - 3.2. Ensure records required to meet legal requirements are prepared, authorised and handled according to organisational policies and procedures.
 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 foster maximum effectiveness.
 - 4.2. Implement evaluation and monitoring processes to ensure maximum effectiveness of changes.

5. Evaluate community 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 key changes in future planning of the community organisation or social enterprise, according to organisational policies 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.

SKILLS	DESCRIPTION
Reading skills to:	interpret a variety of text to determine and confirm task requirements.
Numeracy skills to:	select and interpret mathematical information that is relevant to budget of strategic planning.

Unit Mapping Information

Supersedes and is equivalent to CHCCDE013 Establish and develop community organisations or social enterprises.

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 CHCCDE029 Establish and develop community organisations or social enterprises

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:

- develop, implement and evaluate a business plan for at least one community organisation based on community need.

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
- community organisation models:
 - government funded
 - fee for service
 - community based
- sources of funding:
 - Commonwealth, State or 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
- key community networks and stakeholders
- project planning process
- key features of and processes for development of a business plan:
 - goal identification
 - identification of stakeholders
 - budgeting
 - risk management
 - organisational structure
 - identification of products and services

- implementation procedures
- evaluation
- organisational policies and procedures for:
 - record keeping
 - documentation.

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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