



Australian Government

Department of Education, Employment and Workplace Relations

CHCCH521B Develop social housing enterprise opportunities

Release: 1

CHCCH521B Develop social housing enterprise opportunities

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to investigate, negotiate and implement new business opportunities for social housing providers

Application of the Unit

Application

This unit may be applied in the social housing context of community services work

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Identify resources for <i>new business or project</i> opportunities | 1.1 Investigate and identify project opportunities
1.2 Undertake feasibility study to determine likely project <i>viability</i>
1.3 Assess practicability of project opportunity in line with perceived risks, returns sought and resources available |
| 2. Undertake a risk management analysis for new business or project opportunities | 2.1 Assess risks associated with new projects and take steps to maximise outcomes
2.2 Involve <i>stakeholders</i> in risk management |
| 3. Develop business or project ideas and options | 3.1 Identify and assess financial costs and resource requirements
3.2 Develop project timeframe
3.3 Implement appropriate structures to oversee new projects/business as relevant
3.4 Establish, monitor and review policies and procedures to manage the use of staff, equipment and other physical assets, on a regular basis |

ELEMENT**PERFORMANCE CRITERIA****4. Implement new business or project strategies**

- 4.1 Communicate new business strategies to relevant stakeholders
- 4.2 Clearly communicate roles and responsibilities of all parties
- 4.3 Implement the project or new business in line with all relevant guidelines, legal and taxation requirements
- 4.4 Maintain and keep required records to ensure legal organisation and statutory requirements are met
- 4.5 Develop and sign contracts where appropriate
- 4.6 Establish regular feedback mechanisms

5. Evaluate new business or project opportunities

- 5.1 Ensure that evaluation strategy and related techniques devised to collect and analyse data, meet the needs of decision-makers, funding organisations, business partners and others with a stake in the project or new business
- 5.2 Consult all stakeholders on criteria used to evaluate the effectiveness of the project/business
- 5.3 Use evaluation information for project or business revision, ongoing development and implementation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Project development and management
- Submission writing protocols
- Budgeting/financial management
- Investigation of funding opportunities
- Legal and industry standards knowledge
- Change management processes
- Knowledge of the taxation environment

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Undertake project management within principles of best practice
- Devise, initiate, manage and evaluate projects and new business
- Provide verbal and written feedback

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Demonstrate the application of skills in:
 - submission writing
 - high level of written and oral communication
 - negotiation
 - financial management

REQUIRED SKILLS AND KNOWLEDGE

- consultation
- project management
- communication
- delegation

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions
This may include the use of languages other than English and alternative communications systems

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities
- Context of and specific resources for assessment:*
- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
 - Resources required for assessment include access to:
 - an appropriate workplace where assessment can be conducted or simulation of realistic workplace setting for assessment
- Method of assessment may include:*
- Observation
 - Written assessment
 - Case studies
 - Evidence of materials developed in the workplace
 - Questioning

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

New business or project opportunities may include but are not limited to:

- Government funding
- Private partnerships
- Private investment
- Philanthropic opportunities
- Community partnerships
- Government partnerships

Identifying and acquiring resources includes:

- Preparing submissions
- Liaising with key stakeholders
- Assessing availability and accessibility to funding

Relevant information may include but is not limited to:

- Business plans
- Funding guidelines

Stakeholders may include but are not limited to:

- Local business
- Tenants
- Applicants
- Funding bodies
- Staff
- Board of Directors

RANGE STATEMENT

Viability may include, but is not limited to:

- Opportunities available
- Market competition
- Timing/ cyclical considerations
- Skills available
- Resources available
- Location and/ or premises available

Unit Sector(s)

Not Applicable