



Australian Government

Department of Education, Employment and Workplace Relations

CPCCSV6012A Facilitate community development consultation

Release: 1

CPCCSV6012A Facilitate community development consultation

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to initiate and undertake community consultation to facilitate supported community development.

It includes the identification and implementation of appropriate consultation models according to community demographics, analysis and evaluation of data to enable informed decision-making, and the presentation of findings to appropriate stakeholders.

Application of the Unit

Application of the unit This unit of competency supports the attainment of the understanding and skills to facilitate community development consultation

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Devise strategies and models of consultation.	1.1. Suitable consultation strategy is selected for consulting with communities. 1.2. Consultation strategy is selected, enabling interactions to occur between building surveyors and interested parties, including community groups involved in community issues.
2. Facilitate community consultations.	2.1. Interest groups involved in consultation are briefed on process. 2.2. Community resources to develop and facilitate consultation are assessed for suitability. 2.3. Clear, accurate information is prepared and distributed to interest groups involved in consultation process.
3. Record analyse and report on outcome of consultations.	3.1. Consultation process responses are validated against design criteria specified in community goals. 3.2. Responses are collated into categories to facilitate desired outcomes. 3.3. Responses are formatted for decision making process to proceed. 3.4. Summary of responses and adopted recommendations are recorded and forwarded to interest groups. 3.5. Accurate reports on community consultation process are prepared, including recommendations to enable informed decisions to be made. 3.6. Overall effectiveness of consultation strategy is reviewed, evaluated and actioned by building surveyor.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- ability to respond to change and contribute to workplace responsibilities, such as

REQUIRED SKILLS AND KNOWLEDGE

current work site environmental and sustainability frameworks or management systems

- communication skills to:
 - address individuals and groups and gain their feedback
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - read and interpret client and other relevant documentation
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
 - written skills to record relevant information.

Required knowledge

Required knowledge for this unit is:

- local factors affecting community development and consultation processes
- processes for the preparation of documentation
- relevant federal, state or territory legislation and local government policy and procedures
- research methods
- strategies for consultation.

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

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

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational management policies and procedures, including quality assurance requirements where applicable
- perform a leadership role in the identification and implementation of at least one significant community development consultation process or equivalent
- provide reports to appropriate body/individual as determined by the project brief.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity

EVIDENCE GUIDE

- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and

EVIDENCE GUIDE

supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

Consultation strategy includes:

- door-to-door visits
- meetings of peak bodies
- public meetings
- surveys.

Interested parties:

- include:
 - existing community groups
 - government agencies
 - individuals and special interest groups
- may include:
 - emergency services
 - private sector businesses.

Information includes:

- computer simulations
- display plans
- graphics
- handouts
- models
- software presentations

RANGE STATEMENT

- Consultation process** includes:
- videos.
 - anecdotal information
 - historical data
 - interviews
 - meetings with key stakeholders
 - written records.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area