



Australian Government

HLTPOP021 Plan a population health project

Release: 1

HLTPOP021 Plan a population health project

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Minor changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Minor changes to knowledge evidence. Supersedes HLTPOP503C

Application

This unit describes the skills and knowledge required to plan the specifics of a population health project.

Work covers the processes of selecting an appropriate health issue, selecting specific intervention strategies, tailoring strategies to appropriate communities, developing goals and objectives, defining ways of measuring these, identifying required and available resources, identifying appropriate stakeholders and communicating with them to plan the project.

This unit applies to work in a public health context and workers at this level will demonstrate judgement and autonomy within defined guidelines. Workers may be responsible for overseeing the outputs of others.

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

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance Criteria specify the level of performance needed to demonstrate achievement of the Element.

1. Determine scope of project

1.1 Identify the health issue and burden of illness for the project's focus in consultation with key stakeholders

1.2 Review relevant policies and guidelines to determine

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance Criteria specify the level of performance needed to demonstrate achievement of the Element.

scope of the project to address the identified issue

1.3 Identify current related activities in relation to the issue

2. Develop a process for overseeing plan development

2.1 Establish an advisory group representing stakeholders

2.2 Timetable advisory group feedback on each stage of the planning process

2.3 Incorporate feedback where appropriate

3. Select appropriate strategies to achieve identified goals and/or objectives

3.1 Identify project goals and objectives

3.2 Identify strategies most likely to fulfil project goals and objectives on the basis of available literature and suitability, effectiveness, reach and acceptability to stakeholders and community

3.3 Sequence activities to be consistent with timeframes and resources available

4. Plan evaluation

4.1 Select an evaluation design that is appropriate to the goals and objectives and resources available

4.2 Establish measures to collect data on achievement of project goals and objectives

4.3 Determine methods of monitoring and recording aspects of project implementation

4.4 Outline proposed evaluation report purpose, format and content on the basis of consultation with stakeholders

5. Plan project budget

5.1 Assess and access sources of project funding

5.2 Identify, cost and match personnel to meet human resource requirements based on skills and knowledge requirements

5.3 Identify and cost non-human resources, including meeting rooms, information resources and training materials

5.4 Calculate total cost of implementing project plan

6. Ensure resources required are prepared and/or ready for use

6.1 Develop and/or source resources for project and test to ensure acceptability and suitability to the needs of the community

6.2 Brief staff or individuals involved in the project on

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance Criteria specify the level of performance needed to demonstrate achievement of the Element.

program rationale, procedures and roles

6.3 Support staff or individuals to develop the skills required for the fulfilment of project outcomes

6.4 Develop a plan for documenting and disseminating results to relevant stakeholders

7. Finalise project plan

7.1 Document project plan in accordance with organisation requirements

7.2 Disseminate plan to relevant parties for feedback

7.3 Make adjustments to plan based on feedback

7.4 Finalise plan and obtain relevant approvals

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTPOP021 Plan a population health project

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Minor changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Minor changes to knowledge evidence. Supersedes HLTPOP503C

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has:

- developed and documented at least 2 population health project plans that each address a different health issue including the determination of:
 - scope, goals, objectives and strategies
 - resources, timeframes and budgetary requirements
 - evaluation scope, purpose, method and measures
 - process for disseminating and obtaining approvals.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and organisation requirements relating to planning a population health project, including:
 - equity issues in population health
 - evidence-based practice
 - social change and advocacy processes
 - relevant international charters and/or declarations and documents

- national, State/Territory and local health policies, goals, targets and priorities
- organisation standards, policies and procedures, including scope of own role and responsibilities
- project planning principals and models
- stages in population health project planning
- aspects of population health project planning, including communication strategies, quality assurance and budgeting
- theory and fields of population health, including:
 - health promotion
 - environmental health
 - communicable diseases
 - health risk management and assessment
- methods of monitoring and recording aspects of project implementation, including reach and/or exposure, acceptability and/or satisfaction and quality of materials
- consultation and participation techniques.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies as well as using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>