



Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRH305A Present environmental health education information

Release 2

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Modification History

LGAEHRH305A Release 2: Layout adjusted.

LGAEHRH305A Release 1: Primary release.

Unit Descriptor

This unit covers the distribution of information on public health issues and the undertaking of data collection surveys.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance within councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of council staff, elected members and management in protecting and managing the natural and built environment must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Presentation or data collection conforms to council's plans and strategies	1.1 Positioning of the activity is understood and clarification of objectives is sought where applicable. 1.2 Target group needs and communication methodology are understood. 1.3 Most likely questions, responses and promotion strategies are anticipated and discussed in briefing.
2. Prepare and collect presentation or data collection material for use in communication campaign	2.1 Material is prepared according to council's environmental health education and promotion strategy and other council communication protocols. 2.2 Council's privacy policy conditions are addressed by the data collection/survey material. 2.3 Promotion/collection material is cost-effective, current and accurate to meet campaign needs.
3. Undertake campaign preparation arrangements	3.1 Locations for group presentations are booked according to anticipated numbers, optimum access and suitability of premises. 3.2 Support materials and media, presentation aids and specialist support speakers are coordinated. 3.3 Door-to-door, community network or neighbourhood campaigns are timed and planned for optimum impact. 3.4 Enquiries or follow up at venue or council premises are anticipated and response arrangements are communicated to relevant staff.
4. Present information to groups or individuals	4.1 Information is presented in accordance with campaign plan, including support from specialists in the field as appropriate. 4.2 Enquiries are directed to those appropriately qualified to respond.
5. Collect information from target groups or individuals	5.1 Requirements for information to support community needs are accurately communicated. 5.2 Respondent enquiries are appropriately dealt with or followed up by qualified respondents.
6. Analyse and report results of campaign	6.1 Achievements against objectives, issues raised for action and stakeholder concerns are included in reports and presentations. 6.2 Issues requiring further action are communicated to those preparing future plans and strategies.

Required Skills and Knowledge

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

Required Skills

- public speaking
- confidence in use of presentation aids
- verbal and written communication

Required Knowledge

- understanding of council environmental health plans and procedures
- understanding of council communication and response protocols
- general understanding of public health issues and responses relevant to local area
- statistics.

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

Activity is coordinated in accordance with the intent of the plan.
Presentation content is appropriate to the needs of the target audience.
Issues raised are brought to the attention of relevant council staff.

Context of assessment

On the job or in a simulated work environment.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completing workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Evidence will need to be gathered over time across a range of variables.

Resource implications

Access to a workplace or simulated case studies that provide relevant equipment and materials such as:

- personal computers
- data projection
- videotapes
- plans and procedures

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 in the Performance Criteria is detailed below.

Activity may include:

- immunisation
- nutrition
- smoking
- sun smart
- mosquito control
- sexually transmitted diseases
- council
- public health plan
- public health policy
- community action
- supportive environments
- reorienting services
- behavioural adaptation
- community development
- public safety
- community disaster plan
- declared plants
- animal control
- water quality
- food safety
- recycling and waste education

Target group may include:

- addressing groups and individuals
- responding to enquiries in person or by telephone, mail and email
- community and special interest groups, rate payers, school students and political or industry representatives

Support materials and media, presentation aids may include:

- brochures
- PowerPoint presentation
- electronic data projection
- videotapes
- overhead projectors
- brochures
- exhibits
- samples
- web links

Unit Sector(s)

Health and Environment