



Australian Government

PSPGEN073 Prepare for community engagement

Release: 1

PSPGEN073 Prepare for community engagement

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPCOM501A Prepare for community engagement. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to identify and understand the various communities targeted to be involved in engagement activities or programs. It includes development of an analytical framework, defining and assessing the composition of the target community, identifying community cultural systems and protocols and building a community profile.

This unit applies to those working in a role where they identify communities to be involved in engagement activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously in consultation with others, while performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Develop an analytical framework	1.1 Identify the context within which community engagement may ethically be undertaken and the underpinning policy drivers. 1.2 Identify and consult key stakeholders to ensure the framework is culturally appropriate and addresses key community characteristics. 1.3 Define the task and objectives for the engagement program. 1.4 Allocate resources to implement the framework according to the requirements of the task and budgetary constraints. 1.5 Develop the framework to meet the requirement to assist in analysing and understanding the community.
2. Define the target community	2.1 Identify research techniques in accordance with community engagement information requirements and community preferences. 2.2 Gather and analyse information according to the requirements of the research strategy. 2.3 Define target community with sufficient breadth and depth to meet community engagement program requirements. 2.4 Conduct community research in a manner that builds community trust and confidence.
3. Assess community features	3.1 Acknowledge and respect community diversity. 3.2 Identify the community's formal and informal leadership structure, and acknowledge and adhere to protocols and cultural practices. 3.3 Detail community makeup and structures, and establish relationships through formal and informal community networks. 3.4 Identify barriers to involvement by the community in the engagement process, and develop strategies to address them. 3.5 Identify risks and issues in relation to engaging with the community, and develop strategies to address them.
4. Build a community profile	4.1 Conduct an environmental scan to examine potential impacts on community engagement. 4.2 Detail the composition of the community and its leadership structures. 4.3 Identify the community's formal and informal networks and its formal and informal cultural practices. 4.4 Detail barriers to community engagement and risks, including prior experiences, and recommendations for addressing them. 4.5 Validate profile with stakeholders.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPCOM501A Prepare for community engagement.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN073 Prepare for community engagement

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- facilitating, consulting and networking with diverse communities using communication styles to suit diverse audiences and purposes
- explaining complex and formal policies and concepts to a variety of audiences
- translating community engagement theory into practice
- researching and analysing community information
- applying lateral thinking to provide solutions and overcome barriers to community engagement
- applying work health and safety procedures to community consultation
- detailing requirements, writing recommendations and preparing community profiles requiring complex language structures and precision of expression

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, regulations, policies, procedures and guidelines relating to community engagement
- community engagement theory, principles, practices and techniques
- principles of leadership in the context of community engagement
- principles of cultural awareness and cross-cultural communication
- power relationships
- community politics and dynamics, including stigma

- barriers to community engagement
- public sector values and codes of conduct
- principles of ethical conduct
- principles of social justice
- equal employment opportunity, equity and diversity principles
- work health and safety procedures relating to community consultation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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