CATAPULT

CHCCDE012

Work within organisation and government structures to enable community develop...

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

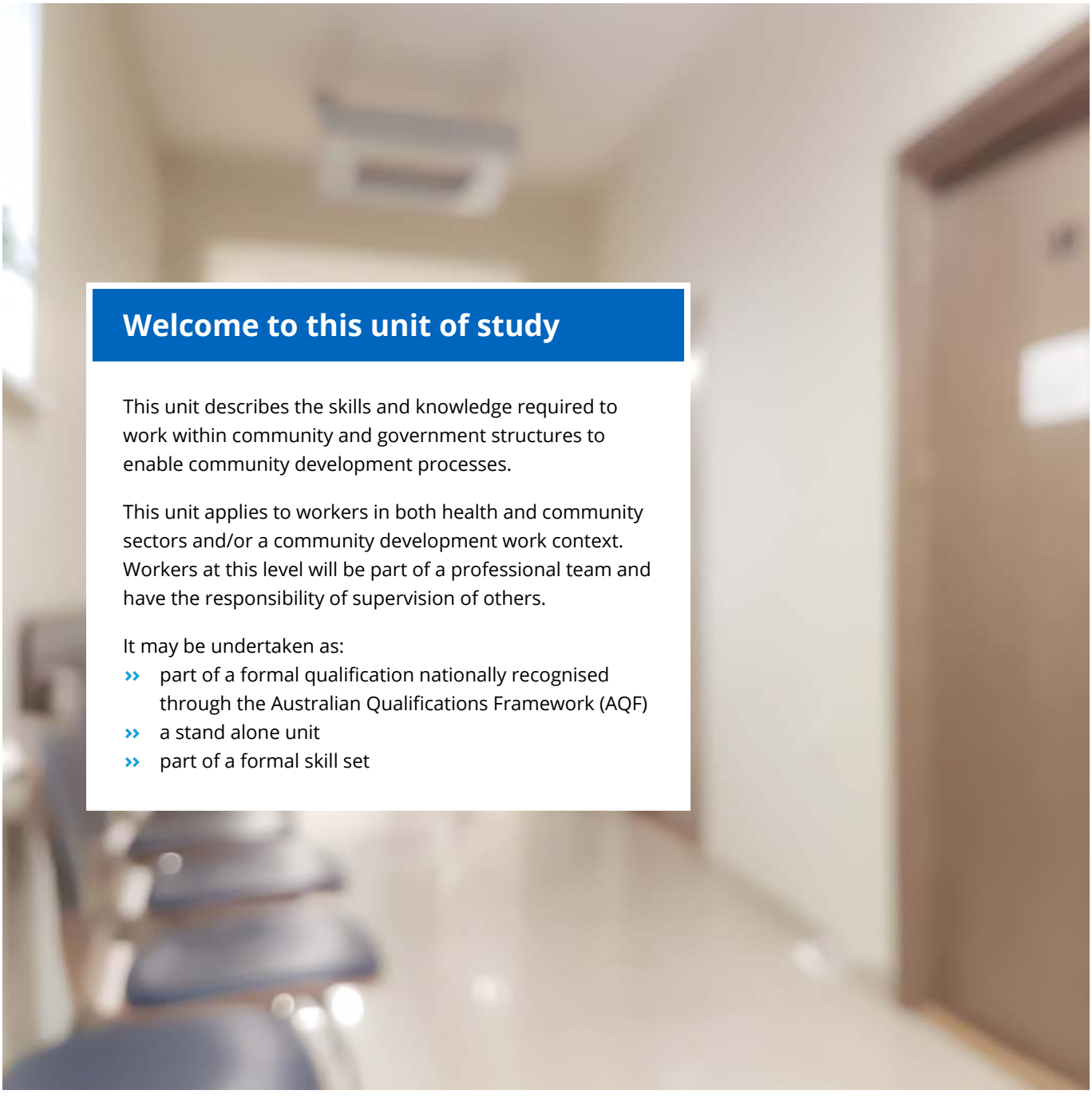
This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit CHCCDE012.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/CHCCDE012/

© Catapult Smallprint Pty Ltd

Trainer/assessor guide
CHCCDE012
Work within organisation and government structures to enable community development outcomes



Welcome to this unit of study

This unit describes the skills and knowledge required to work within community and government structures to enable community development processes.

This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

It may be undertaken as:

- part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- a stand alone unit
- part of a formal skill set

© smallprint owns all copyright on its products as detailed in the Copyright Act 1968.
It does not issue licenses for reproduction of this material.

Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Work within the structures and process of the organisation 5

Work within the management and governance structure and philosophy 5

Work within lines of decision-making and accountability 12

Document and disseminate information about decisions and processes 15

Check your understanding 19

Topic 2: Assess extent to which organisation supports community development work 21

Plan for supportive aspects of, and barriers to, governance structures, policies and procedures of community development work 21

Check your understanding 29

Topic 3: Utilise all levels of government for community development activities and projects 31

Research funding sources 31

Plan for government policy barriers and identify strategies to support change 36

Develop strategic alliances 40

Seek opportunities to influence government decision and policy making 43

Ensure community development activities and projects comply with legal requirements 46

Update information about current legal requirements and propose modifications as required 49

Check your understanding 53

Topic 4: Maintain the profile of community development work within the organisation 55

Use networks to communicate the organisation's community development activities and achievements 55

Use communication media and activities to convey information and achievements 58

Promote the organisation and its community development work 61

Confidentiality and sensitivity 65

Check your understanding 69

Topic 5: Maintain management support for community development activities and projects 71

Advise management of trends that may impact on community development activities and projects 71

Work within the policies and procedures of the organisation 77

Address implementation problems and resolve conflict 80

Provide information about community development activities and projects within the management structures 84

Check your understanding 89

References 91

Assessment workbook **93**

Unit information 95

What is competency-based assessment? 96

How will my competency be assessed? 97

Assessment agreement 98

Foundation skills checklist 99

Skills recognition **100**
Topic 1: Work within the structures and process of the organisation 101
Topic 2: Assess extent to which organisation supports community development work 102
Topic 3: Utilise all levels of government for community development activities and projects 103
Topic 4: Maintain the profile of community development work within the organisation 104
Topic 5: Maintain management support for community development activities and projects 105
Knowledge questions **106**
Topic 1: Work within the structures and process of the organisation 107
Topic 2: Assess extent to which organisation supports community development work 112
Topic 3: Utilise all levels of government for community development activities and projects 114
Topic 4: Maintain the profile of community development work within the organisation 120
Topic 5: Maintain management support for community development activities and projects 124
Topic 6: Specific knowledge evidence 129
Performance tasks **136**
Third party evidence collection agreement 137
Topic 1: Work within the structures and process of the organisation 138
Topic 2: Assess extent to which organisation supports community development work 139
Topic 3: Utilise all levels of government for community development activities and projects 140
Topic 4: Maintain the profile of community development work within the organisation 142
Topic 5: Maintain management support for community development activities and projects 143
Completion record **144**
Unit mapping and assessment checklist **145**
Trainer/ assessor user instructions **148**

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Work within the structures and process of the organisation
- Assess extent to which organisation supports community development work
- Utilise all levels of government for community development activities and projects
- Maintain the profile of community development work within the organisation
- Maintain management support for community development activities and projects

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- a set of true or false questions
- a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- information on competency-based assessment
- instructions on how you will be assessed
- assessment tools to assess your competence
- instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.