

Contents

About this guide	5
Section 1: Meeting VET sector requirements	7
1.1 How Aspire's resources assist in meeting requirements	7
1.2 Resource quality assurance processes	16
Section 2: Unit of competency information	17
2.1 Unit of competency	17
2.2 Unit of competency assessment requirements	20
2.3 Aspire resources available for this unit	22
2.4 Target groups	25
Section 3: Training requirements	26
3.1 Delivery approach	26
3.2 Learning mapping	27
3.3 Solutions – general guidance	36
3.4 Solutions to practice tasks	37
3.5 Solutions to learning checkpoints	45
Section 4: Assessment	51
4.1 Assessment approach	51
4.2 Assessment procedures	52
4.3 Assessment mapping	58
4.4 Assessment solutions and marking guidance	63
4.5 Completing the record of outcome	79
Section 5: Forms	81
Section 6: Glossary of VET terminology	82

Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au .
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	Aspire ensures that each unit of competency is covered completely and in depth in both the learning content and the assessment. This approach will help you meet volume of learning requirements as you develop your training and assessment strategies.

Section 2: Unit of competency information

2.1 Unit of competency

CHCCDE003 Work within a community development framework

Modification history

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to performance criteria</p> <p>New evidence requirements for assessment including volume and frequency requirements</p>

Application

This unit describes the skills and knowledge required to work within a community development framework.

A community development framework, may include a range of methods designed to strengthen and develop communities by enhancing individual and group capacity to confidently engage with community structures and to address problems and issues.

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 under the guidance of a supervisor.

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.

2.2 Unit of competency assessment requirements

Assessment Requirements for CHCCDE003 Work within a community development framework

Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to performance criteria</p> <p>New evidence requirements for assessment including volume and frequency requirements</p>
Performance Evidence	<p>The candidate must show evidence of the ability to complete tasks outlined in 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:</p> <ul style="list-style-type: none"> engaged with at least 1 community group in order to develop 1 action plan relevant to community priorities
Knowledge Evidence	<p>The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none"> relevance of the community development work role and functions to maintaining sustainability of the workplace, including environmental, economic, workforce and social sustainability traditional community development approaches: <ul style="list-style-type: none"> needs-based gap-based principles and practices of contemporary community development approaches and techniques for mobilisation in relation to: <ul style="list-style-type: none"> asset-based (ABCD) rights-based impact of current and changing social, political and economic contexts strategies for addressing individual differences principles and practices of community development work, including:

3.2 Learning mapping

CHCCDE003 *Work within a community development framework*, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Operate within a community development framework	Topic 1: Operate within a community development framework	n/a	n/a
1.1 Work towards the vision and mission of the community development work plan	1A Work towards the vision and mission of the community development work plan	1	LC 1: 1
1.2 Work with communities to achieve their priorities through enhancing skills, accessing appropriate support and working with others in the community who share concerns and issues	1B Work with communities to achieve their priorities	2	LC 1: 2
1.3 Identify and document the interrelationships between the priorities and rights of the individual, the family, the community and society	1C Identify and document the interrelationships between the priorities and rights of the individual, the family, the community and society	3	LC 1: 3
Element 2: Distinguish between private and public issues arising in community development work	Topic 2: Distinguish between private and public issues arising in community development work	n/a	n/a
2.1 Employ appropriate interpersonal skills to hear individual stories and distinguish between private and public issues	2A Employ appropriate interpersonal skills to hear individual stories and distinguish between private and public issues	4	LC 2: 1

Final assessment tasks

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete four assessment tasks.

Complete the following task	<ul style="list-style-type: none">• Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.• Part B – Case study questions You will demonstrate a sound knowledge of the unit requirements in your responses.• Part C – Observation You will demonstrate your skills and knowledge in a simulated workplace environment.
Refer to the Aspire <i>Practical placement logbook</i> for this unit	<ul style="list-style-type: none">• Practical placement Your performance will be assessed in the workplace.

Please note that Part C is only included where the Assessment requirements for the unit of competency specify aspects of performance evidence that must be demonstrated in a simulated environment before practical placement. In all other cases, observation tasks have been incorporated into the practical placement assessment. Please refer to Aspire's *Practical placement logbook – User guide* for further information.

How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	CHCCDE003 Work within a community development framework, Release 1
Assessment tasks to be undertaken:	<input type="checkbox"/> Part A – Questions <input type="checkbox"/> Part B – Case study questions <input type="checkbox"/> Practical placement
Ready for assessment declaration:	<p>I confirm that the purpose and procedures of this assessment have been clearly explained to me. I have been consulted about any special needs I might have in relation to the assessment process. The criteria to be used for this assessment have been discussed with me, as have the consequences and possible outcomes of the assessment.</p> <p>I have accessed and understand general assessment information as provided by my training organisation.</p> <p>I have been given fair notice of the date, time, venue and other arrangements for this assessment. I have completed a self-assessment of my performance of the skills and knowledge for this unit and confirm that I am ready for assessment.</p>

4.3 Assessment mapping

CHCCDE003 *Work within a community development framework*, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Operate within a community development framework			
1.1 Work towards the vision and mission of the community development work plan		CS1	O1
1.2 Work with communities to achieve their priorities through enhancing skills, accessing appropriate support and working with others in the community who share concerns and issues		CS2	O3
1.3 Identify and document the interrelationships between the priorities and rights of the individual, the family, the community and society	Q15	CS3	O6
Element 2: Distinguish between private and public issues arising in community development work			
2.1 Employ appropriate interpersonal skills to hear individual stories and distinguish between private and public issues		CS4	O10
2.2 Identify the individual's willingness to engage in a public process to bring about change and facilitate the move from private concern to public action	Q18	CS5	
2.3 Provide appropriate referrals to support people to deal with personal issues		CS6	O11
2.4 Ensure all work reflects and meets duty of care responsibilities	Q19		O13
Element 3: Work with groups to achieve community development outcomes			

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	CHCCDE003 Work within a community development framework, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
	Part A – Questions	<input type="checkbox"/>
	Part B – Case study questions	<input type="checkbox"/>
	Practical placement	<input type="checkbox"/>
Declaration:	<p>In completing this assessment, I confirm that the candidate has demonstrated all unit outcomes through consistent and repeated application of skills and knowledge with competent performance demonstrated in multiple instances over a period of time.</p> <p>Evidence collected has been confirmed as:</p>	