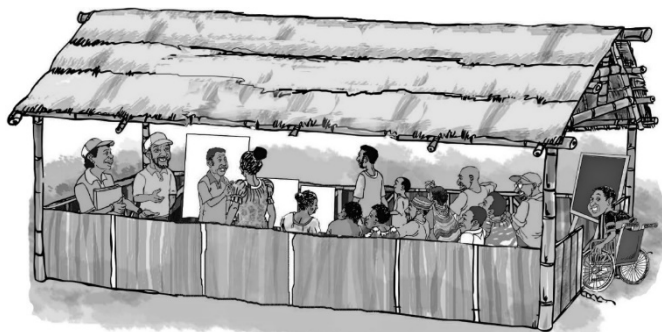


Community Development Worker



What is the National Standard for Community Development Workers?

The National Standard for Community Development Workers (CDWs) has been developed by experienced CDWs in Papua New Guinea, and has been endorsed by the National Apprenticeship & Trade Testing Board (NATTB), a Government body.

The National Standard can be used by CDWs, organisations that employ or engage CDWs, and training institutions that provide CDW training.

The National Standard for CDWs is currently made up of ten Units. Each Unit is a job that is commonly done by CDWs. The National Standard sets benchmarks for performance for each of the ten Units. These are the essential ingredients for how to do each of the jobs that CDWs normally do. You can't make the cake unless these ingredients are in the mix – although you can add extra ingredients *laik bilong yu*. The following table shows the ten Units that make up the National Standard for CDWs:

Community Development Worker Core Units (Level 1 and 2)			
Conduct community awareness	Conduct community mapping and needs analysis	Assist group to develop a plan	Facilitate agreement
Facilitate the start of group activity implementation	Transfer skills and knowledge to group members (trainer)	Monitor community activity	Evaluate activity outcomes
Community Development Worker Level 3 Units			
Train trainers	CDW Workplace Assessor		

The format for the National Standard

Units are broken down into parts or **Elements**. Elements are the things the CDW should be able to do (the duties or tasks) in order to demonstrate that they can do the job described in the Unit. For example, the Elements for the Unit 'Conduct community awareness' are:

- Element 1 - Make preparations
- Element 2 - Conduct community entry and organising activities
- Element 3 - Conduct the awareness
- Element 4 - Prepare a report

For each Element there are **Performance Criteria**. Performance Criteria list the skills and knowledge that a CDW will need to perform (in any order) when they do each Element. Performance Criteria are the benchmarks that are assessed. For example, the Performance Criteria for Element 1 'Make preparations' are:

- 1.1. Find out information about the place and people to be visited
- 1.2. Communicate effectively with key people from the place to be visited
- 1.3. Prepare a suitable work plan (activity plan)
- 1.4. Put together suitable materials for the activities
- 1.5. Follow workplace health and safety practices while doing office-based activities.

Element 1, Element 2 and Element 4 are exactly the same for each of the eight CDW Core Units. This means the Performance Criteria are also exactly the same.

However, Element 3 is different in each of the eight Core Units. Element 3 is the job (the Core Unit) you have come to do. Element 3 is called 'the critical Element'.

How can the National Standard be used?

The National Standard can be used by CDWs, organisations that employ or engage CDWs, and training institutions that provide CDW training. Each Unit is a job task that is commonly done by CDWs. Whether all the Units are relevant to your organisation will depend upon the work that your organisation does. For example, an organisation that uses theatre to do HIV awareness may just focus on providing an opportunity for their CDWs to be assessed for the Unit 'Conduct Community Awareness'. Other organisations may want to target all of the Units.

The National Standard helps CDWs and the organisations they work for by providing:

- ✓ A basis for CDW duty statements
- ✓ A basis for CDW training courses
- ✓ Benchmarks for CDW assessment
- ✓ Recognition of skills held by people in both formal and informal employment
- ✓ A portfolio of evidence about a CDWs competence
- ✓ A basis for in-house accreditation
- ✓ The option of NATTB accreditation
- ✓ A common standard for CDWs in PNG. Over time the bar will be raised and lead to higher standards.



Steps for organisations that use CDWs

STEP 1 Contact NATTB to obtain information about the PNG National Standard for CDWs.



STEP 2 Identify a leading CDW to become your CDW Workplace Assessor (and mentor/trainer). Large organisations should have more than one CDW Workplace Assessor, to reduce the potential for conflict of interest. Your candidate to become a CDW Workplace Assessor then needs to participate in NATTB assessor training. In future, only a CDW who has been assessed as competent for the CDW Level 3 Unit 'CDW Workplace Assessor' will be eligible to become a CDW Workplace Assessor. But for the time-being, NATTB has allowed organisations to nominate CDWs to become their workplace assessors even if they have no CDW accreditation (otherwise there would be no one to assess CDWs).



STEP 3 Ensure that the CDWs in your organisation understand and perform the performance criteria from the Units that apply to your organisation's workplace practice. A good idea is to include the performance criteria from these Units in CDW duty statements. Then deliver training and/or mentoring to help your CDWs understand and perform the performance criteria. If needed, training packages have been developed for all of the CDW Units. Your organisation can also include additional performance criteria that are specific to your workplace practice - and these can also be assessed by your CDW Workplace Assessor alongside (but separate from) the performance criteria from the PNG National Standard for CDWs.



STEP 4 When a CDW candidate feels confident that they can perform the performance criteria for a Unit from the PNG National Standard for CDWs, your CDW Workplace Assessor can conduct an official assessment (on behalf of NATTB). NATTB requires that candidates have at least two-years of experience as a CDW before being assessed. Official NATTB assessment instruments are used to assess each Element in a Unit. A number of methods are used to collect evidence for each Element, however the most important are 'observation' and 'skill

demonstration'. A candidate cannot be found 'competent' unless they actually perform or demonstrate the critical performance criteria *in front of the CDW Workplace Assessor*. This means there is no way a candidate can be 'competent' unless they can actually perform or demonstrate the job.



STEP 5 The completed assessment instrument and attachments (the evidence) is placed in the candidate's portfolio. If the candidate is found to be 'not yet competent' then they can be re-assessed by your CDW Workplace Assessor. If the candidate is found to be 'competent' then your organisation can issue its own accreditation (but this accreditation is not NATTB accreditation).



STEP 6 When a candidate has been assessed as 'competent' by their CDW Workplace Assessor, and believes they have now completed the requirements for a CDW Level (1, 2 or 3), they can submit their portfolio to NATTB for NATTB accreditation. To do this they need to complete an NATTB application form and pay the assessment fee, then submit a copy of their portfolio to NATTB. The NATTB officer will inspect the assessment instruments and attachments (the evidence) in the candidate's portfolio. If the NATTB officer agrees that the evidence demonstrates that the candidate is competent for a CDW level, then the candidate will receive a statement of results that includes a statement of attainment for each Unit, and a CDW Level 1, 2, or 3 certificate. If the NATTB officer does not agree that the candidate is competent, then the candidate will receive a statement of results that says 'not yet competent'. The candidate can then be re-assessed by their CDW Workplace Assessor for the Element(s) that they were 'not yet competent' for.



NATTB accreditation

After a NATTB officer examines the candidate's portfolio, the candidate will receive a **Statement of Results**. If NATTB agrees that the evidence shows that the candidate is 'competent' for a Unit, then the Statement of Results will include a **Statement of Attainment** for the Unit.

NATTB will issue a **CDW (Level 1)** certificate if the candidate's portfolio evidence demonstrates they are competent for all four elements from any one Core Unit. If a candidate has a CDW Level 1 certificate, then next time they are assessed for a Core Unit it only needs to be for Element 3 (the 'critical Element'). This is because Element 1, 2 and 4 are exactly the same in each Core Unit, and the candidate has already demonstrated they are competent.

NATTB will issue a **CDW (Level 2)** certificate if the candidate's portfolio evidence demonstrates they are competent in four Core Units in total (the CDW Level 1 Unit and then three more Core Units). However, one of the four Core units must be CDW C07 'Conduct Community Mapping and Needs Analysis'. The unit CDW C07 is a compulsory unit if you want to become accredited as a CDW Level 2. Please note: To be eligible for NATTB accreditation for a Level 2 Unit you must already have a CDW Level 1 certificate.

NATTB will issue the candidate a **CDW (Level 3)** certificate if they have been assessed as competent for a Level 3 Unit. For example, if you are competent for 'Train Trainers' you will receive a 'CDW (Level 3) (CDW Unit 301 Train Trainers)' certificate. Please note: To be eligible for NATTB accreditation for a Level 3 Unit you must already have a CDW Level 2 certificate. Level 3 Units require advanced skills and knowledge, and extensive experience.



For more information phone the NATTB CDW Trade Test Coordinator on 3017631 or visit <https://nattb.gov.pg/>
Also visit PNG CDW ITC at <https://pngcdwstandard.com/>