

**CDW C05 Assist Group to Develop a Plan ELEMENT 3 – ASSIST GROUP TO DEVELOP THE PLAN
PNG National Standard for Community Development Workers (CDWs). Portfolio assessment instrument.**



PERFORMANCE CRITERIA TO BE ASSESSED IN THIS ELEMENT

- 3.1 Support and encourage effective participation while assisting the group to develop the plan
- 3.2 Encourage key people to take the lead while assisting the group to develop the plan
- 3.3 Communicate effectively while assisting the group to develop the plan
- 3.4 Work in a way that is appropriate to local culture while assisting the group to develop the plan
- 3.5 Review the community mapping and needs analysis on which the plan is based
- 3.6 Explain the purpose of planning to the participants
- 3.7 Explain what needs to be included in the plan and any terms that people might find confusing
- 3.8 Work with the group to identify the information to include in the plan
- 3.9 Work with the group to review and confirm the plan
- 3.10 Confirm what the next steps following the visit will be and who will be responsible for making them happen
- 3.11 Discuss with the group how or if the visit has been useful for them
- 3.12 Thank participants, without rushing, and explain again what the visit has been for

THE DUTIES OF A CDW WORKPLACE ASSESSOR

DUTY 1: PLAN THE ASSESSMENT

- Step 1.1 Coordinate with the candidate and their line manager to plan the assessment
- Step 1.2 Contact NATTB to let them know a CDW workplace assessment is going to take place

DUTY 2: PRE-ASSESSMENT BRIEFING

- Step 2.1 Explain the National Standard for CDWs and what will be assessed
- Step 2.2 Present your NATTB assessor certificate and NATTB workplace assessor code of conduct
- Step 2.3 Discuss roles and responsibilities
- Step 2.4 Discuss how evidence will be gathered
- Step 2.5 Discuss expectations and possible outcomes of the assessment
- Step 2.6 Explain the importance of doing the assessment properly
- Step 2.7 Read the assessment instructions together and sign the assessment declarations

DUTY 3: CONDUCT THE ASSESSMENT

- Step 3.1 Assess the performance criteria in an Element
- Step 3.2 Assess the candidate without influencing their performance
- Step 3.3 Complete the Element outcome page
- Step 3.4 Follow the CDW workplace assessor code of conduct

DUTY 4: REPORT THE ASSESSMENT

- Step 4.1 Discuss the assessment result with the candidate and their line manager
- Step 4.2 Ask the candidate and their line manager to complete the Element outcome page
- Step 4.4 Place the completed assessment instrument and attachments in the candidate's portfolio
- Step 4.5 Assist the candidate to send a copy of their portfolio to NATTB when a CDW Level is completed
- Step 4.6 Liaise with NATTB to ensure the candidate receives their results and any accreditation

DECLARATIONS

Please note it is an offence to make a false declaration on an official Government document.

By signing, I declare that the candidate is not my family or *wantok*.

By signing, I declare that I have no conflict of interest.

By signing, I promise to follow the CDW Workplace Assessor code of conduct.

Signature of CDW Workplace Assessor: _____

CDW Workplace Assessor's full name, phone number, and email (if any):

By signing, I declare that the CDW Workplace Assessor is not my family or *wantok*.

By signing, I promise that I will not try to influence the CDW Workplace Assessor.

By signing, I promise to immediately report breaches of the CDW Workplace Assessor code of conduct to my line manager

By signing, I consent to assessment by the workplace assessor.

Signature of candidate: _____

Candidate's full name, phone number, email, and current CDW level (if any):

By signing, I declare that the workplace assessor is not the candidate's family or *wantok*.

By signing, I declare that there is no pressure for the candidate to be found 'competent'.

By signing, I promise to stop the assessment or discount the assessment if the CDW Workplace Assessor code of conduct is breached.

By signing, I promise to support the candidate whatever the assessment outcome.

Signature of candidate's Line Manager: _____

Line Manager's full name, position, phone number, email:

ASSESSMENT FOR CDW C05 ELEMENT 3 – ASSIST GROUP TO DEVELOP THE PLAN

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.1 - SUPPORT AND ENCOURAGE EFFECTIVE PARTICIPATION WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p>1) Assessor’s written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate’s written answers to the following questions:</p> <p>a. <i>Involving everyone from the group to develop a plan builds ownership of the plan. What happens if there is not enough ownership of the plan by everyone in the group?</i></p> <p>b. <i>Why should you encourage the group to involve youth when they develop the plan?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> TRIED TO SUPPORT AND ENCOURAGE EFFECTIVE PARTICIPATION WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p><input type="checkbox"/> a. Knows what happens if there is not enough ownership of the plan by everyone in the group</p> <p><input type="checkbox"/> b. Knows why they should encourage the group to involve youth when they develop the plan</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.1? <input type="checkbox"/></p>	
<p>3.2 - ENCOURAGE KEY PEOPLE TO TAKE THE LEAD WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p>1) Assessor’s written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate’s written answers to the following question:</p> <p>a. <i>What is one way that key people can take the lead when you assist their group to develop a plan?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN ENCOURAGE KEY PEOPLE TO TAKE THE LEAD WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p><input type="checkbox"/> a. Knows one way that key people can take the lead when they assist their group to develop a plan</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.2? <input type="checkbox"/></p>	
<p>3.3 - COMMUNICATE EFFECTIVELY WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p>1) Assessor’s written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate’s written answers to the following question:</p> <p>a. <i>If some participants do not speak your language what can you do when you assist them to develop a plan</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN COMMUNICATE EFFECTIVELY WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p><input type="checkbox"/> a. Knows what you can do if some participants do not speak your language when you assist them to develop a plan</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.3? <input type="checkbox"/></p>	
<p>3.4 - WORK IN A WAY THAT IS APPROPRIATE TO LOCAL CULTURE WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p>1) Assessor’s written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate’s written answers to the following question:</p> <p>a. <i>Give an example of something a male Community Development Worker could do that <u>is not</u> appropriate to local culture when assisting a group to develop a plan</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN WORK IN WAY THAT IS APPROPRIATE TO LOCAL CULTURE WHILE ASSISTING THE GROUP TO DEVELOP THE PLAN</p> <p><input type="checkbox"/> a. Can give an example of something a male Community Development Worker could do that <u>is not</u> appropriate to local culture when assisting a group to develop a plan</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.4? <input type="checkbox"/></p>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.5 - REVIEW THE COMMUNITY MAPPING AND NEEDS ANALYSIS ON WHICH THE PLAN IS BASED</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate's written answers to the following question:</p> <p><i>a. When you help a group to develop a plan, it is important to review the community mapping and needs analysis with everyone first. Why is this important?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN REVIEW THE COMMUNITY MAPPING AND NEEDS ANALYSIS ON WHICH THE PLAN IS BASED</p> <p><input type="checkbox"/> <i>a. Can explain why it is important to review the community mapping and needs analysis with everyone first before helping them to develop a plan</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.5? <input type="checkbox"/></p>	
<p>3.6 - EXPLAIN THE PURPOSE OF PLANNING TO THE PARTICIPANTS</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate's written answers to the following questions:</p> <p><i>a. Explain the purpose of planning in simple English or Tok Pisin?</i></p> <p><i>b. What can happen if people do not follow a plan when implementing an activity?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN EXPLAIN THE PURPOSE OF PLANNING TO THE PARTICIPANTS</p> <p><input type="checkbox"/> <i>a. Can explain the purpose of planning in simple English or Tok Pisin?</i></p> <p><input type="checkbox"/> <i>b. Knows what can happen if people do not follow a plan when implementing an activity</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.6? <input type="checkbox"/></p>	
<p>3.7 - EXPLAIN WHAT NEEDS TO BE INCLUDED IN THE PLAN AND ANY TERMS THAT PEOPLE MIGHT FIND CONFUSING</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate's written answers to the following questions:</p> <p><i>a. What is the objective of a project?</i></p> <p><i>b. Look at MULTIPLE CHOICE 1. What is your answer?</i></p> <p><i>c. Explain <u>any three</u> of the following terms using simple English or Tok Pisin: Expected benefits; outcomes; project outcomes; activities; outputs; output outcomes; risks; contingency; indicators; sustainability; beneficiaries; activity plan; budget; implementation schedule; timing; in-kind contribution; resources; project management.</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN EXPLAIN WHAT NEEDS TO BE INCLUDED IN THE PLAN AND ANY TERMS THAT PEOPLE MIGHT FIND CONFUSING</p> <p><input type="checkbox"/> <i>a. Can explain what the objective of a project is</i></p> <p><input type="checkbox"/> <i>b. Can identify the correct answer for MULTIPLE CHOICE 1</i></p> <p><input type="checkbox"/> <i>c. Can explain <u>any three</u> of the following terms using simple English or Tok Pisin: Expected benefits; outcomes; project outcomes; activities; outputs; output outcomes; risks; contingency; indicators; sustainability; beneficiaries; activity plan; budget; implementation schedule; timing; in-kind contribution; resources; project management.</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.7? <input type="checkbox"/></p>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.8 - WORK WITH THE GROUP TO IDENTIFY THE INFORMATION TO INCLUDE IN THE PLAN</p> <p>1) Assessor’s written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate’s written answers to the following questions:</p> <p>a. <i>A “risk” is something that could go wrong with a project. Imagine you are helping a school to develop a plan for a new garden area for a teacher. What is one possible risk? What could the school do to manage this risk?</i></p> <p>b. <i>Look at CASE STUDY 1. What is one thing you like about the activity plan and budget developed by Kaugras Maunten Community School? Explain why you like it?</i></p> <p>c. <i>Look at CASE STUDY 1. What is one suggestion you would make to help Kaugras Maunten Community School to improve their activity plan and budget?</i></p> <p>d. <i>Look at CASE STUDY 1. It is important to help the group think about how to sustain the impact of the project after it is finished so that the benefits remain. This is called sustainability. What could Kaugras Maunten Community School do <u>after the project is finished</u> to encourage boys and girls to continue to attend school regularly?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN WORK WITH THE GROUP TO IDENTIFY THE INFORMATION TO INCLUDE IN THE PLAN</p> <p><input type="checkbox"/> a. Can identify one possible risk that the school should think about when they develop a new garden area for a teacher, and can identify what the school could do to manage this risk</p> <p><input type="checkbox"/> b. Can identify one thing they like about the activity plan and budget development by <i>Kaugras Maunten Community School</i>, and can explain why they like it.</p> <p><input type="checkbox"/> c. Can identify a good suggestion they would make to help <i>Kaugras Maunten Community School</i> improve their activity plan and budget</p> <p><input type="checkbox"/> d. Knows one thing that <i>Kaugras Maunten Community School</i> could do <u>after the project is finished</u> to encourage boys and girls to continue to attend school regularly</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> Can the candidate perform PERFORMANCE CRITERIA 3.8? <input type="checkbox"/> </div>	
<p>3.9 - WORK WITH THE GROUP TO REVIEW AND CONFIRM THE PLAN</p> <p>1) Assessor’s written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate’s written answers to the following questions:</p> <p>a. <i>Why it is important at the end to help everyone in the group to review and confirm the plan (not just the leaders and key people)?</i></p> <p>b. <i>Why is it a good idea for key people to take the lead when the group reviews and confirms the plan?</i></p> <p>c. <i>Look at PHOTO 1. This is a photo of a Community Development Worker working with the group to review and confirm the plan. Does it look like the Community Development Worker is doing a good job? Why or why not?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN WORK WITH THE GROUP TO REVIEW AND CONFIRM THE PLAN</p> <p><input type="checkbox"/> a. Knows why it is important at the end to help everyone in the group to review and confirm the plan (not just the leaders and key people)</p> <p><input type="checkbox"/> b. Knows it is a good idea for key people to take the lead when the group reviews and confirms the plan</p> <p><input type="checkbox"/> c. Can justify their answer about whether it looks like the Community Development Worker in the photo is doing a good job or not</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> Can the candidate perform PERFORMANCE CRITERIA 3.9? <input type="checkbox"/> </div>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.10 - CONFIRM WHAT THE NEXT STEPS FOLLOWING THE VISIT WILL BE AND WHO WILL BE RESPONSIBLE FOR MAKING THEM HAPPEN</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate's written answers to the following question: <i>a. What is normally the next step in a project cycle after the group develops a project plan?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN CONFIRM WHAT THE NEXT STEPS FOLLOWING THE VISIT WILL BE</p> <p><input type="checkbox"/> CAN CONFIRM WHO WILL BE RESPONSIBLE FOR MAKING THEM HAPPEN</p> <p><input type="checkbox"/> <i>a. Knows what is normally the next step in a project cycle after the group develops a project plan</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.10? <input type="checkbox"/></p>	
<p>3.11 - DISCUSS WITH THE GROUP HOW OR IF THE VISIT HAS BEEN USEFUL FOR THEM</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate's written answers to the following question: <i>a. What are some good questions that a Community Development Worker can ask to find out how or if the visit has been useful for everyone?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN DISCUSS WITH THE GROUP HOW OR IF THE VISIT HAS BEEN USEFUL FOR THEM</p> <p><input type="checkbox"/> <i>a. Knows some good questions that a Community Development Worker can ask to find out how or if the visit has been useful for everyone</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.11? <input type="checkbox"/></p>	
<p>3.12 - THANK THE PARTICIPANTS, WITHOUT RUSHING, AND EXPLAIN AGAIN WHAT THE VISIT HAS BEEN FOR</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Candidate's written answers to the following question: <i>a. Why is it important to thank everyone without rushing?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN THANK PARTICIPANTS WITHOUT RUSHING</p> <p><input type="checkbox"/> CAN EXPLAIN AGAIN WHAT THE VISIT HAS BEEN FOR</p> <p><input type="checkbox"/> <i>a. Knows why it is important to thank everyone without rushing</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.12? <input type="checkbox"/></p>	

PHOTO 1



MULTIPLE CHOICE 1

Which of the following are normally included in a plan?

- a) Necessary resources
- b) Objectives
- c) Who is responsible for what
- d) Activities
- e) Timing
- f) All of the above

CASE STUDY 1

Rebecca is a Community Development Worker. She is a representative on the Ward 23 Ward Development Committee. She helped the local school (*Kaugras Maunten* Community School) to do community mapping and needs analysis. The school community decided that one of their priority needs was for more boys and girls to attend school regularly. Rebecca then helped *Kaugras Maunten* Community School to develop a plan so that more boys and girls attend school regularly. The activity plan and budget for the project is shown below.

Kaugras Maunten Community School					
Activity plan and budget for the project “Awareness about the importance of sending boys and girls to school”					
The project objective is for more boys and girls to attend school regularly.					
			Project funds	K200	
Activities	Resources		Balance	Who is responsible	When
Planning meeting	Tea and coffee and biscuits (Bob’s trade store) White board and markers <i>stap pinis</i>	K20 K0	K180	BOM Secretary	March
Contact District	Send formal letter to District inviting the Inspector PMV for BOM Chairperson to District and return to give formal letter and make arrangements Flex for BOM Chairperson to follow up with calls	K0 K20 K5	K155	BOM Chairperson	March
Preparation and <i>tok save</i> at the three awareness sites	Pastor David and Mary do preparation and <i>tok save</i> (<i>bikpela tenkyu!!</i>)	K0	K155	Pastor David and Mary	March
District School Inspector arrives	PMV for BOM Chairperson to District PMV for BOM Chairperson and District Inspector <i>Liklik kaikai long rot</i> Welcome party for District Inspector with BOM. Garden food donated. Buy 2 chickens. District Inspector sleeps at Roberts house 2 nights (<i>bikpela tenkyu!!</i>)	K10 K20 K10 K60 K0	K55	BOM Chairperson	April 21 st
First awareness (<i>long kaugras kona</i>)	BOM Secretary and his wife and the District Inspector lead the awareness. <i>Ol bai volantia (bikpela tenkyu!!)</i>	K0	K55	BOM Secretary	April 22 nd
Second awareness (<i>long wara tait</i>)	BOM Secretary and his wife and the District Inspector lead the awareness.	K0	K55	BOM Secretary	April 22 nd
Third awareness (<i>long maunten mori</i>)	BOM Secretary and his wife and the District Inspector lead the awareness.	K0	K55	BOM Secretary	April 23 rd
Formal thankyou letter to District for supporting	BOM to prepare letter and give to District Inspector Mary to type and print (Mary’s secretary services)	K0 K10	K45	BOM Chairperson	April
District Inspector departs	PMV for BOM Chairperson and District Inspector PMV for Chairperson to return <i>Liklik kaikai long rot</i>	K20 K10 K10	K5	BOM Chairperson	April 23 rd
Follow-up awareness one month after at each site	Pastor David and Mary (<i>bikpela tenkyu!!</i>)	K0	K5	Pastor David and Mary	Last week of May
TOTAL COST OF THE PROJECT			K195		
Contingency			K5	K0	
TOTAL =			K200		

ASSESSMENT OUTCOME PAGE FOR CDW C05 ELEMENT 3 - ASSIST GROUP TO DEVELOP THE PLAN

As the **CDW Workplace Assessor**, is there sufficient evidence to show that the candidate performed the performance criteria for CDW C05 Element 3? Circle competent or not yet competent. The candidate may be competent even if the candidate could not perform some performance criteria, however you will need to summarise your reasons below. Include any advice for the candidate.

CDW C05 Element 3	
Competent	Not yet competent

CDW Workplace Assessor's name, date, and signature _____

As the **candidate**, I declare that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. Be aware that a NATTB officer may contact you for more information. Please note it is an offence to make a false declaration on an official Government document.

Candidate's name, date, and signature _____

As the **candidate's line manager**, I declare that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. If the CDW Workplace Assessor did not follow the code of conduct, please also notify NATTB. Please note it is an offence to make a false declaration on an official Government document.

Line manager's name, position, date, and signature _____

As the **NATTB officer**, is there sufficient evidence in the candidate's portfolio to show that the candidate can perform the performance criteria for CDW C05 Element 3? Circle competent or not yet competent. If the CDW Workplace Assessor found the candidate to be competent but you did not, you will need to summarise your reasons below.

CDW C05 Element 3	
Competent	Not yet competent

NATTB officers name, date, and signature _____