

# Community Development Worker Core Units

<b>CDW C01</b> Conduct community awareness	<b>CDW C02</b> Monitor community activity	<b>CDW C03</b> Facilitate the start-up of a community activity	<b>CDW C04</b> Facilitate agreements for a community activity	<b>CDW C05</b> Assist group to develop a project plan for a community activity	<b>CDW C06</b> Conduct community training	<b>CDW C07</b> Assist group to analyse their development situation and identify priorities	<b>CDW C08</b> Evaluate community activity outcomes	<b>CDW C09</b> Provide mentoring	<b>CDW C10</b> Facilitate a specialist's visit
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## **CDW C02** **Monitor community activity** *This unit describes the job tasks to work with a group to check on the progress of a community activity while it is being implemented, and to decide on actions or changes to improve implementation.*

Elements	Performance criteria
<b>1. Make preparations</b>	<ul style="list-style-type: none"> <li>1.1 Find out information about the place and people to be visited</li> <li>1.2 Communicate effectively and respectfully with key people from the place to be visited</li> <li>1.3 Prepare a suitable work plan</li> <li>1.4 Put together suitable materials for the activities</li> <li>1.5 Follow workplace health and safety practices and other workplace policies while preparing for a visit</li> </ul>
<b>2. Conduct community entry</b>	<ul style="list-style-type: none"> <li>2.1 Confirm who the key people are and work with them to make arrangements for the visit</li> <li>2.2 Discuss roles, expectations, and the purpose of the visit with key people</li> <li>2.3 Discuss with the key people why and how to support and encourage participation and inclusion during the activities</li> <li>2.4 Communicate effectively and respectfully with key people</li> <li>2.5 Show respect for local culture and be sensitive to gender roles</li> <li>2.6 Reassess whether the work plan and materials for the activities are going to be suitable and make necessary changes</li> <li>2.7 Follow workplace health and safety practices and other workplace policies while conducting field activities</li> </ul>
<b>3. Conduct monitoring</b>	<ul style="list-style-type: none"> <li>3.1 Support and encourage effective participation and inclusion during the activities</li> <li>3.2 Encourage key people to take the lead during the activities</li> <li>3.3 Communicate effectively and respectfully during the activities</li> <li>3.4 Work in a way that is appropriate to local culture during the activities</li> <li>3.5 Explain the purpose of this step in a project cycle and why it is important that everyone in the group participates</li> <li>3.6 Work with the group to review the project plan including the project objective, activities, and expected project outcomes</li> <li>3.7 Work with the group to check progress against the activity schedule</li> <li>3.8 Assist the group to investigate any problems or issues</li> <li>3.9 Assist the group to decide on solutions and actions to improve implementation and how to put them into practice</li> <li>3.10 Confirm what the next steps following the visit will be and who will be responsible for making them happen</li> <li>3.11 Discuss how or if the visit has been useful, and ways it could be improved</li> <li>3.12 Thank the group, without rushing, and explain again the purpose of the visit</li> </ul>
<b>4. Prepare a report</b>	<ul style="list-style-type: none"> <li>4.1 Maintain a record of activities and movements according to workplace practices</li> <li>4.2 Report what was done during the visit, including relevant measurable information, comments, stories, and observations</li> <li>4.3 Report outcomes clearly</li> <li>4.4 Provide an analysis of outcomes</li> <li>4.5 Provide recommendations for future action based on analysis</li> </ul>