

Community Development Worker Core Units

CDW C01 Conduct community awareness	CDW C02 Monitor community activity	CDW C03 Facilitate the start-up of a community activity	CDW C04 Facilitate agreements for a community activity	CDW C05 Assist group to develop a project plan for a community activity	CDW C06 Conduct community training	CDW C07 Assist group to analyse their development situation and identify priorities	CDW C08 Evaluate community activity outcomes	CDW C09 Provide mentoring	CDW C10 Facilitate a specialist's visit
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CDW C09	Provide mentoring <i>This unit describes the job tasks required to work with one or two or sometimes a few people to help them learn skills and knowledge on the job. For example, this might be peer-to-peer mentoring in a community, mentoring by an extension officer, or follow-up mentoring by a trainer or human resource officer.</i>
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Elements	Performance criteria
1. Make preparations	1.1 Find out information about the place and people to be visited 1.2 Communicate effectively and respectfully with key people from the place to be visited 1.3 Prepare a suitable work plan 1.4 Put together suitable materials for the activities 1.5 Follow workplace health and safety practices and other workplace policies while preparing for a visit
2. Conduct community entry	2.1 Confirm who the key people are and work with them to make arrangements for the visit 2.2 Discuss roles, expectations, and the purpose of the visit with key people 2.3 Discuss with the key people why and how to support and encourage participation and inclusion during the activities 2.4 Communicate effectively and respectfully with key people 2.5 Show respect for local culture and be sensitive to gender roles 2.6 Reassess whether the work plan and materials for the activities are going to be suitable and make necessary changes 2.7 Follow workplace health and safety practices and other workplace policies while conducting field activities
3. Provide mentoring	3.1 Discuss the purpose of the visit, roles, expectations, and review any mentoring agreement 3.2 Assist the mentees to reflect on what they are doing, learn lessons, and plan how to put the lessons into practice 3.3 Demonstrate understanding of how people learn (principles of adult learning) while mentoring the mentees 3.4 Use effective methods or techniques to mentor the mentees 3.5 Adapt the mentoring information to the mentees' situation 3.6 Support and encourage effective participation and inclusion during the activities 3.7 Work in a way that is appropriate to local culture during the activities 3.8 Communicate effectively and respectfully during the activities 3.9 Respond to any misunderstanding or confusion while mentoring the mentees 3.10 Discuss what the next steps following the visit will be, who will be responsible for making them happen, and who to contact for further support or advice 3.11 Discuss with the mentees whether the visit achieved its purpose, and ways it could be improved 3.12 Thank the mentees, without rushing, and explain again the purpose of the visit
4. Prepare a report	4.1 Maintain a record of activities and movements according to workplace practices 4.2 Report what was done during the visit, including relevant measurable information, comments, stories, and observations 4.3 Report outcomes clearly 4.4 Provide an analysis of outcomes 4.5 Provide recommendations for future action based on analysis