

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 C10 **Facilitate a specialist's visit** *This unit describes the job tasks required to facilitate (support) the work of a specialist (expert) in the field. For example, a water-supply expert or evaluation expert or line manager or school inspector.*

Elements	Performance criteria
1. Make preparations	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. Facilitate specialist's visit	<ul style="list-style-type: none"> 3.1 Support and encourage effective participation and inclusion during the activities 3.2 Encourage key people to take the lead during the activities 3.3 Communicate effectively and respectfully during the activities 3.4 Work in a way that is appropriate to local culture during the activities 3.5 Discuss with the group the purpose of the specialist's visit, including what information needs to be collected, how it will be used, and how the group or community might benefit 3.6 Review with the group the plan for collecting the information and the methods and equipment that will be used 3.7 Confirm with the group that they consent to the visit going ahead, and if not discuss what should be done next 3.8 Discuss roles and expectations with the group 3.9 Help the specialist and the group to address any problems or issues while the information is being collected 3.10 Assist the specialist, after the information is collected, to explain to the group what was found out and respond to questions 3.11 Confirm what the next steps following the visit will be, who will be responsible for making them happen, and who to contact for more information 3.12 Discuss how or if the visit was useful, and ways it could be improved 3.13 Thank the group, without rushing, and explain again the purpose of the visit
4. Prepare a report	<ul style="list-style-type: none"> 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