

# 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>	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
<b>2. Conduct community entry</b>	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
<b>3. Conduct monitoring</b>	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 Explain the purpose of the visit and why it is important that everyone in the group participates to monitor their project 3.6 Work with the group to review the project plan including the project objective, activities, and expected project outcomes 3.7 Work with the group to check progress against the activity schedule 3.8 Assist the group to investigate any problems or issues 3.9 Assist the group to decide on solutions and actions to improve implementation and how to put them into practice 3.10 Confirm what the next steps following the visit will be and who will be responsible for making them happen 3.11 Discuss how or if the visit has been useful, and ways it could be improved 3.12 Thank the group, without rushing, and explain again the purpose of the visit
<b>4. Prepare a report</b>	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