Community Development Worker Core Units

CDW C01	CDW C02	CDW C03	CDW C04	CDW C05	CDW C06	CDW C07	CDW C08	CDW C09	CDW C10
Conduct community awareness	Monitor community activity	Facilitate the start-up of a community activity	Facilitate agreements for a community activity	Assist group to develop a project plan for a community activity	Conduct community training	Assist group to analyse their development situation and identify priorities	Evaluate community activity outcomes	Provide mentoring	Facilitate a specialist's visit

CDW C03 — Facilitate the start-up of a community activity

This unit describes the job tasks required to work with a group to begin (start-up) a community activity. It describes how to assist people to organise and arrange themselves to implement their group's planned activity (their project plan).

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. **Facilitate the start-up of the activity**	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 start up their project 3.6 Work with the group to confirm the project plan including the project objective, activities, and expected project outcomes 3.7 Work with the group to update and confirm any agreements that have been made 3.8 Work with the group to update and confirm the activity schedule and budget 3.9 Work with the group to identify ways to encourage community participation and support for the project 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
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