

**CDW C07 ELEMENT 3 – ASSIST GROUP TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY PRIORITIES
PNG National Standard for Community Development Workers (CDWs). Portfolio assessment instrument.**



PERFORMANCE CRITERIA TO BE ASSESSED IN THIS ELEMENT

- 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 analyse their development situation and identify priorities
- 3.6 Work with the group to analyse their development situation and identify their strengths and needs
- 3.7 Work with the group to identify their development priorities
- 3.8 Discuss what the group or community can do to address their priorities
- 3.9 Confirm what the next steps following the visit will be and who will be responsible for making them happen
- 3.10 Discuss how or if the visit has been useful, and ways it could be improved
- 3.11 Thank the group, without rushing, and explain again the purpose of the visit

THE DUTIES OF A CDW WORKPLACE ASSESSOR

DUTY 1: PLAN THE ASSESSMENT

- Step 1.1 Coordinate with the candidate and their line manager to plan the assessment
- Step 1.2 Contact NATTB to let them know a CDW workplace assessment is going to take place

DUTY 2: PRE-ASSESSMENT BRIEFING

- Step 2.1 Explain the National Standard for CDWs and what will be assessed
- Step 2.2 Present your NATTB assessor certificate and NATTB workplace assessor code of conduct
- Step 2.3 Discuss roles and responsibilities
- Step 2.4 Discuss how evidence will be gathered
- Step 2.5 Discuss expectations and possible outcomes of the assessment
- Step 2.6 Explain the importance of doing the assessment properly
- Step 2.7 Read the assessment instructions together and sign the assessment declarations

DUTY 3: CONDUCT THE ASSESSMENT

- Step 3.1 Assess the performance criteria in an Element
- Step 3.2 Assess the candidate without influencing their performance
- Step 3.3 Complete the Element outcome page
- Step 3.4 Follow the CDW workplace assessor code of conduct

DUTY 4: REPORT THE ASSESSMENT

- Step 4.1 Discuss the assessment result with the candidate and their line manager
- Step 4.2 Ask the candidate and their line manager to complete the Element outcome page
- Step 4.4 Place the completed assessment instrument and attachments in the candidate's portfolio
- Step 4.5 Assist the candidate to send a copy of their portfolio to NATTB when a CDW Level is completed
- Step 4.6 Liaise with NATTB to ensure the candidate receives their results and any accreditation

DECLARATIONS

Please note it is an offence to make a false declaration on an official Government document.

By signing, I declare that the candidate is not my family or *wantok*.

By signing, I declare that I have no conflict of interest.

By signing, I promise to follow the CDW Workplace Assessor code of conduct.

Signature of CDW Workplace Assessor: _____ Date: _____
CDW Workplace Assessor's full name, phone number, and email (if any):

By signing, I declare that the CDW Workplace Assessor is not my family or *wantok*.

By signing, I promise that I will not try to influence the CDW Workplace Assessor.

By signing, I promise to immediately report breaches of the CDW Workplace Assessor code of conduct to my line manager

By signing, I consent to assessment by the workplace assessor.

Signature of candidate: _____ Date: _____
Candidate's full name, phone number, email, and current CDW level (if any):

By signing, I declare that the workplace assessor is not the candidate's family or *wantok*.

By signing, I declare that there is no pressure for the candidate to be found 'competent'.

By signing, I promise to stop the assessment or discount the assessment if the CDW Workplace Assessor code of conduct is breached.

By signing, I promise to support the candidate whatever the assessment outcome.

Signature of candidate's Line Manager: _____ Date: _____
Line Manager's full name, position, phone number, email:

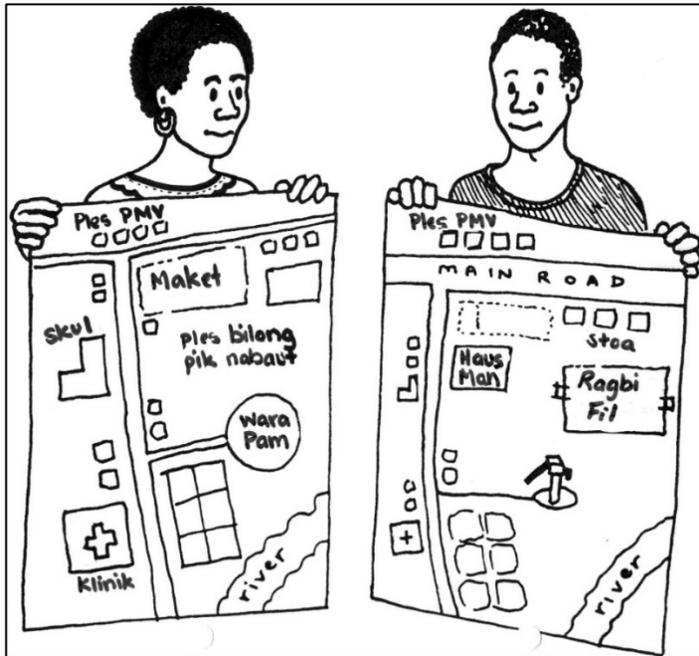
ASSESSMENT FOR CDW C07 ELEMENT 3 – ASSIST GROUP TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY PRIORITIES		
Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.1 - SUPPORT AND ENCOURAGE EFFECTIVE PARTICIPATION AND INCLUSION DURING THE ACTIVITIES</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answers to the following:</p> <p style="margin-left: 20px;">a. <i>How does participation by everyone in the group (not just the leaders and key people) make the work more successful?</i></p> <p style="margin-left: 20px;">b. <i>What are two ways to help women participate effectively during a community meeting?</i></p> <p style="margin-left: 20px;">c. <i>It is critical for PNG that women also benefit from development, not just men. Why?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> TRIED TO SUPPORT AND ENCOURAGE EFFECTIVE PARTICIPATION DURING THE ACTIVITIES</p> <p><input type="checkbox"/> TRIED TO SUPPORT AND ENCOURAGE EFFECTIVE INCLUSION DURING THE ACTIVITIES</p> <p><input type="checkbox"/> a. Knows how participation by everyone in the group (not just the leaders and key people) makes the work more successful</p> <p><input type="checkbox"/> b. Knows two ways to help women participate effectively during a community meeting</p> <p><input type="checkbox"/> c. Knows why it is critical for PNG that women also benefit from development, not just men</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Can the candidate perform PERFORMANCE CRITERIA 3.1? <input type="checkbox"/> </div>	
<p>3.2 - ENCOURAGE KEY PEOPLE TO TAKE THE LEAD DURING THE ACTIVITIES</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answer to the following:</p> <p style="margin-left: 20px;">a. <i>Why should you encourage key people to take the lead?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN ENCOURAGE KEY PEOPLE TO TAKE THE LEAD DURING THE ACTIVITIES</p> <p><input type="checkbox"/> a. Knows why you should encourage key people to take the lead</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Can the candidate perform PERFORMANCE CRITERIA 3.2? <input type="checkbox"/> </div>	
<p>3.3 - COMMUNICATE EFFECTIVELY AND RESPECTFULLY DURING THE ACTIVITIES</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answer to the following:</p> <p style="margin-left: 20px;">a. <i>Why is it important to never use big words and complicated English (jargon)?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN COMMUNICATE EFFECTIVELY AND RESPECTFULLY DURING THE ACTIVITIES</p> <p><input type="checkbox"/> a. Knows why you should never use big words and complicated English (jargon)</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Can the candidate perform PERFORMANCE CRITERIA 3.3? <input type="checkbox"/> </div>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.4 - WORK IN A WAY THAT IS APPROPRIATE TO LOCAL CULTURE DURING THE ACTIVITIES</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answer to the following:</p> <p><i>a. Think of a group or community that you belong to. If a female Community Development Worker conducted step 1 of the project cycle with your group or community, what is one example of local culture they would need to fit in with?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN WORK IN WAY THAT IS APPROPRIATE TO LOCAL CULTURE DURING THE ACTIVITIES</p> <p><input type="checkbox"/> <i>a. Knows one example of local culture a female Community Development Worker would need to fit in with if they came and conducted step 1 of the project cycle in a group or community that they belong to.</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.4? <input type="checkbox"/></p>	
<p>3.5 – EXPLAIN THE PURPOSE OF THE VISIT AND WHY IT IS IMPORTANT THAT EVERYONE IN THE GROUP PARTICIPATES TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY PRIORITIES</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answers to the following:</p> <p><i>a. Look at MULTIPLE CHOICE 1. What is your answer?</i></p> <p><i>b. In simple English or Tok Pisin, how would you explain the purpose of helping a group to analyse their development situation and identify priorities?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN EXPLAIN THE PURPOSE OF THE VISIT</p> <p><input type="checkbox"/> CAN EXPLAIN WHY IT IS IMPORTANT THAT EVERYONE IN THE GROUP PARTICIPATES TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY PRIORITIES</p> <p><input type="checkbox"/> <i>a. Has answered MULTIPLE CHOICE 1 correctly</i></p> <p><input type="checkbox"/> <i>b. Can explain the purpose of helping a group to analyse their development situation and identify priorities in simple English or Tok Pisin</i></p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.5? <input type="checkbox"/></p>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.6 - WORK WITH THE GROUP TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY THEIR STRENGTHS AND NEEDS</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answers to the following:</p> <p>a. Look at PICTURE 1. It shows two maps of the same village. One made by women and the other made by men. Why do you think the map made by the woman (on the left) has the health centre (the 'klinik') drawn larger than the men's map?</p> <p>b. Look at PICTURE 1. What is one other difference between the village map drawn by the women and the village map drawn by the men? How would you explain this difference?</p> <p>c. A Community Development Worker can give advice or guidance, but it is very important that the participants analyse their development situation themselves. Why?</p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN WORK WITH THE PARTICIPANTS TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY THEIR STRENGTHS AND NEEDS</p> <p><input type="checkbox"/> a. Knows why women have drawn the health centre (the 'klinik') larger than the men did</p> <p><input type="checkbox"/> b. Knows one other difference between the village map drawn by the women and the village map drawn by the men, and can explain this difference</p> <p><input type="checkbox"/> c. Knows why it is very important that the participants analyse their development situation themselves</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.6? <input type="checkbox"/></p>	
<p>3.7 – WORK WITH THE GROUP TO IDENTIFY THEIR DEVELOPMENT PRIORITIES</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answers to the following:</p> <p>a. What should you do if the participants identify their priority need but you think another need is more important?</p> <p>b. Consensus (wanbel) is the best way to help a group or community to prioritise their needs, but only if everyone in the group has their voice heard. What can you do to make sure that women have their voices heard when you help a group to prioritise their needs?</p> <p>c. Look at CASE STUDY 1. Clean drinking water and HIV & AIDS awareness both received the same number of votes. If the family need to make a decision about which one is their overall number one priority, what could Janet do to help the family decide?</p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN WORK WITH THE GROUP TO IDENTIFY THEIR DEVELOPMENT PRIORITIES</p> <p><input type="checkbox"/> a. Knows what to do if the participants identify their priority need but they think another need is more important</p> <p><input type="checkbox"/> b. Knows what to do to help women have their voices heard when they help a group to prioritise their needs</p> <p><input type="checkbox"/> c. Knows a good way for Janet to help the family decide whether clean drinking water or HIV & AIDS awareness was their overall number one priority</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.7? <input type="checkbox"/></p>	

Portfolio evidence to be collected for this assessment ASK THE CANDIDATE TO ANSWER THE QUESTIONS ANYTIME	Guidelines for assessing the evidence (to be used by the assessor). Use a 'Y' for yes or 'N' for no.	Does the NATTB officer agree with the assessment? If not explain why.
<p>3.8 - DISCUSS WHAT THE GROUP OR COMMUNITY CAN DO TO ADDRESS THEIR PRIORITIES</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answer to the following:</p> <p>a. <i>Why is it important to emphasise the importance of local solutions and self-reliance when discussing what the group or community can do to address their priorities?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN DISCUSS WHAT THE GROUP OR COMMUNITY CAN DO TO ADDRESS THEIR PRIORITIES</p> <p><input type="checkbox"/> a. Knows why it is important to emphasise the importance of local solutions and self-reliance when discussing what the group or community can do to address their priorities</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.8? <input type="checkbox"/></p>	
<p>3.9 - CONFIRM WHAT THE NEXT STEPS FOLLOWING THE VISIT WILL BE AND WHO WILL BE RESPONSIBLE FOR MAKING THEM HAPPEN</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answer to the following:</p> <p>a. <i>After helping a group to analyse their development situation and identify priorities, a common next step is to help the group to develop a project plan (to target one of their priorities). True or false?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN CONFIRM WHAT THE NEXT STEPS FOLLOWING THE VISIT WILL BE</p> <p><input type="checkbox"/> CAN CONFIRM WHO WILL BE RESPONSIBLE FOR MAKING THEM HAPPEN</p> <p><input type="checkbox"/> a. Knows whether it is true or false?</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.9? <input type="checkbox"/></p>	
<p>3.10 - DISCUSS HOW OR IF THE VISIT HAS BEEN USEFUL, AND WAYS IT COULD BE IMPROVED</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answer to the following:</p> <p>a. <i>How does it help a Community Development Worker to find out if the visit has been useful, and ways it could be improved?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN DISCUSS HOW OR IF THE VISIT HAS BEEN USEFUL, AND WAYS IT COULD BE IMPROVED</p> <p><input type="checkbox"/> a. Knows how it helps a Community Development Worker to find out if the visit has been useful and ways it could be improved</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.10? <input type="checkbox"/></p>	
<p>3.11 - THANK THE GROUP, WITHOUT RUSHING, AND EXPLAIN AGAIN THE PURPOSE OF THE VISIT</p> <p>1) Assessor's written observations of what the candidate did to perform this performance criterion</p> <p>2) Assessor's notes on candidate's answer to the following:</p> <p>a. <i>Why is it important to explain again the purpose of the visit before leaving?</i></p>	<p>Does the portfolio evidence demonstrate that the candidate...?</p> <p><input type="checkbox"/> CAN THANK THE GROUP WITHOUT RUSHING</p> <p><input type="checkbox"/> CAN EXPLAIN AGAIN THE PURPOSE OF THE VISIT</p> <p><input type="checkbox"/> a. Knows why it is important to explain again the purpose of the visit before leaving</p> <p>Can the candidate perform PERFORMANCE CRITERIA 3.11? <input type="checkbox"/></p>	

PICTURE 1



MULTIPLE CHOICE 1

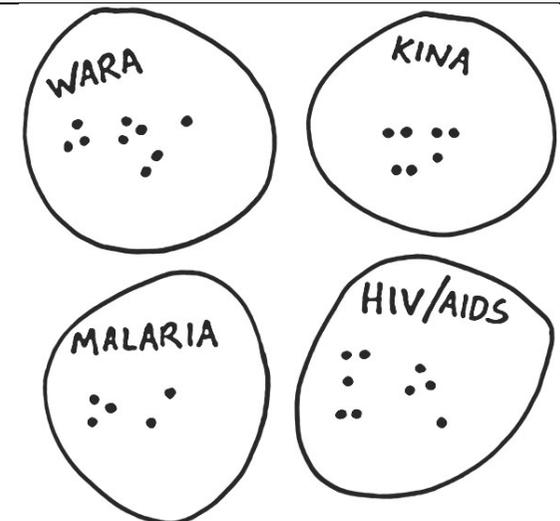
Which of the following is the normal order for a project cycle (the steps of a project cycle)?

- a) Assist group to analyse their development situation and identify priorities, make agreements for the project, develop a project plan to achieve a priority, start-up the project, evaluation, monitoring
- b) Develop a project plan to achieve a priority, make agreements for the project, assist group to analyse their development situation and identify priorities, start-up the project, monitoring, evaluation
- c) Develop a project plan to achieve a priority, assist group to analyse their development situation and identify priorities, make agreements for the project, start-up the project, monitoring, evaluation
- d) Assist group to analyse their development situation and identify priorities, develop a project plan to achieve a priority, make agreements for the project, start-up the project, monitoring, evaluation
- e) Assist group to analyse their development situation and identify priorities, make agreements for the project, start-up the project, develop a project plan to achieve a priority, monitoring, evaluation

CASE STUDY 1

Janet is a Community Development Worker working with a family to help them analyse their development situation and identify priorities. The family identified the following four priority needs or ideas: Clean drinking water (*wara*); more income (*kina*); less malaria (malaria); and awareness about HIV & AIDS (HIV/AIDS).

Janet wrote down the four priorities on the ground and drew a circle around each one. Janet then gave 6 seeds to each of the five people in the family. The five people in the family are mum, dad, youngest son, eldest son, and daughter). Janet asked each person in the family to place three seeds next to the priority they thought was most important, two seeds next to their second preference, and one seed next to their third preference. The results are shown on the right:



ASSESSMENT OUTCOME PAGE FOR CDW C07 ELEMENT 3 – ASSIST GROUP TO ANALYSE THEIR DEVELOPMENT SITUATION AND IDENTIFY PRIORITIES

As the **CDW Workplace Assessor**, is there sufficient evidence to show that the candidate performed the performance criteria for CDW C07 Element 3? Circle competent or not yet competent. The candidate may be competent even if the candidate could not perform some performance criteria, however you will need to summarise your reasons below. Include any advice for the candidate.

CDW C07 Element 3	
Competent	Not yet competent

CDW Workplace Assessor's name, date, and signature _____

As the **candidate**, I declare that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. Be aware that a NATTB officer may contact you for more information. Please note it is an offence to make a false declaration on an official Government document.

Candidate's name, date, and signature _____

As the **candidate's line manager**, I declare that the CDW Workplace Assessor followed the CDW Workplace Assessor code of conduct. If the CDW Workplace Assessor did not follow the code of conduct, please also notify NATTB. Please note it is an offence to make a false declaration on an official Government document.

Line manager's name, position, date, and signature _____

As the **NATTB officer**, is there sufficient evidence in the candidate's portfolio to show that the candidate can perform the performance criteria for CDW C07 Element 3? Circle competent or not yet competent. If the CDW Workplace Assessor found the candidate to be competent but you did not, you will need to summarise your reasons below.

CDW C07 Element 3	
Competent	Not yet competent

NATTB officers name, date, and signature _____