

WS 128	Assessment	
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Students Name:	
Assessors Name:	
Qualification Code and Name:	CHC52015 Diploma of Community Services
Unit of Competency Code and Name:	CHCCDE012 - Work within organisation and government structures to enable community development outcomes
Date Given:	
Date Due:	
Date Received:	

Student Declaration

I acknowledge as a student the following:

- ✓ I have received my copy of the Student Vocational Assessment Guide.
- ✓ The assessment process has been explained to me and I am ready to commence the assessment.
- ✓ I have been advised of the assessment requirements, my rights and responsibilities as a student and I am ready to be assessed.
- ✓ I understand the evidence I need to provide and how to complete this assessment.
- ✓ I understand my right of appeal.
- ✓ I have discussed with my trainer any special needs that should be considered when undertaking this assessment task

Declaration:

- ✓ I declare that the details included in this assessment and all supporting documents are a true and accurate record of my abilities in relation to this unit
- ✓ I have made a copy of this assessment.
- ✓ This assessment contains no material written by another person except where reference is made.
- ✓ I am aware that a false declaration may lead to the withdrawal of a qualification or statement of attainment.
- ✓ No part of this assessment has been plagiarised

Student Signature:		Date:	
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WS 128	Assessment	
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Task	Method of Assessment	Satisfactory	Not Satisfactory	Re-Assessment Required
One	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two	Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessors Feedback To The Student:

Student Feedback:

Assessors Signature:		Date:	
Students Signature:		Date:	

Assessment outline

This assessment contains three parts. You are required to answer all questions. Each response requires a minimum of one paragraph. You are being assessed on the learning you have already undertaken as listed above.

Task one is project. You work for the local council and you are to develop a proposal on a community development project of your choice to meet the outcomes of your community. You are to address requirements of 4 parts of project.

Task two is a presentation. You are required to do a 10- 15 minute presentation on the relevant facts of your report to stakeholders and management.

Task 1: Project

You work for a community organisation as a project manager. You are to develop a proposal on a community development project of your choice to meet the outcomes of your community. The community sector can be your choice and examples include disability groups, family and domestic violence groups, aged groups, Aboriginal and Torres Strait Islander groups or youth.

Your project proposal must include 4 parts as follow:

- Part 1: Organisation structures and process
- Part 2: Community development plan
- Part 3: Funding sources for the community development project
- Part 4: Community development communication

Otherwise, you can use the context from case study- **Dandenong Neighbourhood House** to develop your project plan.

Dandenong Neighbourhood House**Background:**

The Dandenong Neighbourhood House (DNH) provides members of the community with lifelong learning and skills development, personal empowerment and growth targeted to meet the needs of the changing and diverse local community. The DNH is committed to strengthen the foundation of its diverse and colourful community by promoting understanding, equity of access and inclusive community practices, social justice, equal opportunity and flexible delivery.

The DNH aims to:

- Identify areas of need in the community and work to meet these needs by developing and maintaining a broad range of flexible programs that provide education, training and recreation.
- help address social inequalities and increase life opportunities for people who are disadvantaged by encouraging the development of self-help activities in an environment that is supportive and safe.

The Process:

The DNH is governed by a board of nine members, five of whom are long term and four newly appointed. The executive officer facilitated a session using the Framework Facilitator's Guide to introduce the Framework and to facilitate the board's review process. The board members then completed the Board Review Tool to determine their individual strengths and limitations, and those of the board as a whole. Initially some of the longer-term board members felt overwhelmed by the process but engaged actively to set the future direction of the DNH.

Priority areas for action related mostly to the Planning and Organising criterion:

- Establishing the vision: the need to revise the vision for future direction
- designs the strategy: updating the strategic plan which was out of date
- plans for sustainability of the board: the need to develop a recruitment strategy that identified from where and how new board members would be recruited
- is informed: ensuring all board members are adequately informed and have a working knowledge of the operating environment of the DNH.

Another priority area **Being effective and accountable**: clarifying roles and responsibilities of board members was also identified for action. The board's next step is to develop an action plan to systematically address the priority areas and establish timelines for implementation.

Outcomes:

The board's cited the facilitated session and completing the board assessment tool as very positive as it:

- Provided a clear and concise structure that enabled the board to review all the essential elements of good governance
- helped all members to understand the extent of individual work and commitment required to effectively govern
- highlighted how the legislative and regulatory environment of neighbourhood houses had altered significantly over the years and the board's need to stay informed
- highlighted the skills needed on the board which would assist in the recruitment of new members
- assisted individual members to make personal decisions as to whether they would stand for re-election
- demonstrated the importance of some members obtaining additional information about the organisation to provide a better understanding of the work of the DNH
- provided the impetus to develop life memberships to honour people who had dedicated many years of volunteering and commitment to the DNH.

For the Future:

The DNH considers it will continue using the Board Review Tool on a regular basis to review its performance and keep it "on track" to ensure good governance.

Project Requirements:**Part 1: Organisation structures and process**

(Note: As a minimum, your fictitious community organisation must include the Board of Management, Office Bearers, Chair, Company Secretary, Treasurer, project team and volunteers)

1. Briefly introduce your community organisation's governance structure, philosophy and purpose.
2. Draw your organisational chart to show the authority hierarchy and reporting lines.
3. Summarise your roles and responsibilities in the project planning process.
4. Explain how you contribute to the community development project.
5. Describe how information about decision and processes are documented and disseminated in your organisation.

Part 2: Community development mechanisms

6. Identify governance structures, policies and procedures that have the potential to support your community development project.
7. Identify governance structures, policies and procedures that have the potential to create barriers for your community development project.
8. List legislative requirements for community development activities.
9. Explain principles of participatory democracy.
10. List three example of critical theories in human services?
11. Why do critical theories help define social justice and identify sources of oppression that are barriers to achieving it?
12. Develop mechanisms that can support community development outcomes.
13. Use SWOT (Strengths, Weaknesses, Opportunities and Threats) and PESTEL (Political, Economic, Social, Technology, Legal, Environmental) analysis to examine what may impact on the community development project.

Part 3: Funding sources for the community development project

14. Research all levels of government that provide community funding, then insert the internet links to each level:
 - a. Federal government
 - b. State government
 - c. Local area government

15. Identify current and possible future funding sources for your community development project
16. Identify minimum three (3) government policy barriers to community support.
17. Identify strategies to support change to the pre-existing policy.
18. Identify possible benefits of developing strategic alliances with key individual and group to support community development activities:

Key individual or group	Possible benefits of developing a strategic relationship
Community members	
Government agencies	
Funding agencies	

19. Identify the opportunities to influence government decision and policy making.
20. How do you ensure community development activities and projects comply with commonwealth, state/territory and local government legal requirements?
21. How do you ensure information is updated in alignment with changing legal requirements?
22. Develop an action plan for change implementation:

What Action/Change will occur?	Who will carry it out?	Timeline for change implementation	Resources required	Communication about the action step

Part 4: Community development communication

23. Describe formal and informal networks for community development communication to take place.
24. Identify six types of communication media to convey information and achievements.
25. How do you promote the organisation and its community development work?
26. How do you ensure data confidentiality and sensitivity to be protected?

WS 128

Assessment



WS 128	Assessment	
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Task 2: Presentation

Student Full Name:	
Assessor Full Name	
Date of observation	

You are required to do a 10- 15-minute presentation on your community organisation. You must outline the following in your PowerPoint presentation:

- Management systems and principles
- Performance standards
- Service quality development
- Consumer focus
- Enterprise agreements
- Performance monitoring and review
- The SWOT and PESTEL analysis to identify trends that may impact on community development projects
- In the course of facilitating community development activities and project work, how do you ensure all actions are undertaken within the policies and procedures of the organisation.
- Address implementation problems and resolve conflict
- Provide information about community development activities and projects within the management structures.

Note: Use Zoom or mobile phone to record the presentation and submit the video clip with PowerPoint slides as assessment evidence through weblink (i.e. Zoom recording, Youtube video clip)

During the presentation, did student satisfactorily present the following requirements?	Yes	No
a. Management systems and principles	<input type="checkbox"/>	<input type="checkbox"/>
b. Performance standards	<input type="checkbox"/>	<input type="checkbox"/>
c. Service quality development		
d. Consumer focus	<input type="checkbox"/>	<input type="checkbox"/>
e. Enterprise agreements	<input type="checkbox"/>	<input type="checkbox"/>
f. Performance monitoring and review		

WS 128	Assessment	
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g. The SWOT and PESTEL analysis to identify trends that may impact on community development projects	<input type="checkbox"/>	<input type="checkbox"/>
h. In the course of facilitating community development activities and project work, how do you ensure all actions are undertaken within the policies and procedures of the organisation.	<input type="checkbox"/>	<input type="checkbox"/>
i. Address implementation problems and resolve conflict	<input type="checkbox"/>	<input type="checkbox"/>
j. Provide information about community development activities and projects within the management structures.	<input type="checkbox"/>	<input type="checkbox"/>

Feedback to student:

Outcome	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
Assessor's signature		