CARRY OUT COMMUNITY AWARENESS ACTIVITIES

UNIT CODE: COD/OS/SW/CR/05/5/A

UNIT DESCRIPTION

This unit specifies the competencies required to familiarize with the community awareness plan, identify resources required, carry out community awareness activities and document community awareness activities

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. ***Bold and italicized terms are elaborated in the Range***
1. Familiarize with the community awareness plan	1.1 An assessment tool for knowledge, attitude and practices is prepared as per SOPs 1.2 Identification of the *community awareness plan* is carried out as per the organization policy 1.3 Review of the awareness plan is carried out as per the organization policy
2. Identify resources required	2.1 community awareness planning meetings are conducted as per organization policy 2.2 An inventory of community resources is compiled as per the awareness plan 2.3 Dissemination of information on resources is carried out as per organization policy
3. Carry out community awareness activities	3.1 Identification of community awareness activities is carried out as per organization policy 3.2 Identification of the community awareness messages is carried out as per organization policy 3.3 Identification of the *channels of communication* is carried out as per the planned activities 3.4 Conduct community awareness meetings 3.5 Feedback mechanisms are identified as per the

	planned activities
4. Document community awareness activities	4.1 Documentation procedures are identified as per SOPs. 4.2 Documentation plan is familiarized with as per organization policy 4.3 *Documentation tools* are identified as per organization policy 4.4 Documentation analysis is carried out as per organization policy 4.5 Documents are stored as per the organization policy

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range *May include but not limited to:*
1. Awareness plan	• Community name • Sketch map • Timelines • Resource persons • Calendar of events
2. channels of communication	• local barazas • ceremonies • harambee meetings • rallies
3. Documentation tools	• Cameras • Pens • Chalk/charcoal • Video recorders • notebooks

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence
- Public speaking

Required knowledge

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment
- Social work practices and interventions
- Social research
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Statistics
- Economics
- Basic accounting
- Digital literacy

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 demonstrated ability to prepare assessment tools for knowledge, attitude and practices 1.2 demonstrated ability to identify community awareness plan 1.3 demonstrated ability to review community awareness plan 1.4 demonstrated ability to conduct community awareness meetings 1.5 demonstrated ability to take inventory of community resources 1.6 demonstrated ability to disseminate information on community awareness activities 1.7 demonstrated ability to identify and use channels of communication in carrying out community awareness activities 1.8 demonstrated ability to document community awareness procedures 1.9 demonstrated ability to identify documentation tools 1.10 demonstrated ability to analyse documentation of community awareness activities
2. Resource Implications	The following resources MUST be provided: 2.1 Work plans 2.2 Meeting equipment and materials 2.3 Organisation policies 2.4 board room/meeting room 2.5 Fully equipped simulated meeting room 2.6 Censors reports 2.7 Maps
3. Method of Assessment	Competency may be assessed through: 3.1 Written or oral questions 3.2 Observation 3.3 Third party report 3.4 Project 3.5 Interview 3.6 Review of portfolios

4. Context for Assessment	Competency may be assessed individually: 4.1 On- the -job 4.2 Off -the –job 4.3 Combination of both 4.4 simulated work environment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.