MANAGE COMMUNITY-BASED GROUPS

UNIT CODE: COD/OS/SW/CR/12/6/A

UNIT DESCRIPTION

This unit describes the competencies required to manage community-based groups. It involves identifying target group, mobilizing target group, planning group meeting, organizing group leadership, developing group objectives, planning group activities, carrying out capacity assessment and carrying out group activities. It also entails monitoring, evaluating and documenting group 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. Identify target group	1.1 Contact with social development officer is established as per SOPs.
	1.2 *Assessment tools* are developed as per organization policy
	1.3 Assessment tools are administered as per organization policy.
	1.4 Assessment report is prepared as per the organization policy.
	1.5 Target group is identified as per organization policy
	1.6 Project area for a new group is identified as per organization policy
	1.7 Gender assessment is done as per SOPs
	1.8 Problem analysis is done as per organization policy
	1.9 Recruitment of new members is carried out as per organization policy

2. Mobilize target group	2.1 *Key contact person* is identified as per organization policy
	2.2 Sensitization of most key important person is conducted as per organization policy
	2.3 Mobilization plan is implemented as per organization policy
	2.4 Registration of members is done as per organization policy
3. Plan group meetings	3.1 Agenda is prepared as per SOPs
	3.2 Date of the meetings is set as per the group regulations
	3.3 Venue of the meeting is identified and confirmed based on availability
	3.4 *Meeting notice and invitations* are issued to members as per organization policy
	3.5 Group guidelines are established as per objectives
	3.6 Meeting is conducted as per group guidelines
	3.7 Minutes of the meeting are compiled as per SOPs
	3.8 Meeting minutes are shared as per organization policy
4. Organize group leadership	4.1 Group leadership positions are established by members as per organization policy
	4.2 Roles of each position are defined as per organization policy
	4.3 Tenure of office is determined as the group rules
	4.4 Elections are conducted as per the group by laws
	4.5 Orientation of elected leaders is done as per the set group rules
	4.6 Assumption of office is done as per the group rules
5. Develop group objectives	5.1 Problem analysis is conducted as per organization policy
	5.2 *Objectives* are developed in line with identified problem
	5.3 Objectives are documented as per organization policy

6. Plan group activities	6.1 Activities are developed in line with set objectives.
	6.2 Resources required for each activity are identified as per the set objectives
	6.3 Activity implementation plan is developed as per organization policy
	6.4 Implementation task force is established as per organization policy
7. Capacity assessment	7.1 *Capacity assessment tools* are developed as per SOPs
	7.2 Capacity assessment is conducted based on the developed tools
	7.3 Results are analyzed as per SOPs
	7.4 Reports is prepared as per SOPs
	7.5 Feedback meeting is held as per organization policy
	7.6 Capacity building plan is developed as per organization policy
	7.7 Capacity building plan is implemented as per organization policy
	7.8 The capacity building plan is monitored and reviewed as per organization policy
8. Carryout group activities	8.1 Resources needed are mobilized as per organization policy
	8.2 Resources are allocated as per organization policy
	8.3 Activity plan is executed/ implemented as per organization policy
	8.4 Activity progress report is prepared as per organization policy
9. Monitor group activities	9.1 Monitoring tools are developed as per SOPs
	9.2 Monitoring team is established as per organization policy
	9.3 Monitoring is conducted based on the tools developed
	9.4 Monitoring report is prepared and shared as per organization policy
	9.5 Activity review is done when necessary

10. Evaluate group activities.	10.1 Evaluation plan, tools and team are established as per organisation policy
	10.2 Evaluation is conducted as per the set tools
	10.3 Evaluation report is prepared and shared as per organisation policy
	10.4 Recommendations are reviewed as per organization policy
	10.5 Group activities are reviewed where necessary.
	10.6 Performance of group is established as per organization policy
11. Document group activities	11.1 Documentation tools are prepared as per organization policy
	11.2 Documentation plan prepared as per the organization policy.
	11.3 Documentation procedures are identified as per SOPs
	11.4 Documentation analysis is conducted as per the organization policy
	11.5 Documents are stored as per organisation policy

RANGE OF VARIABLES

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
1. Assessment tools may include but not limited to:	• Activities of the group • Contact of the group • Year of registration • Type of the group • Name of the group. • Group membership
2. Key contact person may include but not limited to:	• Community leaders • Community workers • Religious leaders • Political leaders

3. Capacity assessment tools may include but not limited to:	Organization capacity
	PESTEL
	SWOT
	By laws
4. Meeting notice and invitations may include but not limited to:	Dates
	Venue
	Time
	Agenda
5. Objectives may include but not limited to:	Specific
	Measurable
	Achievable
	Realistic
	Time bound

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
- Training
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence

Required knowledge

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment

- Social work practices and interventions
- Social research and research methods
- Group dynamics
- Legal aspects in child welfare
- Human growth and development
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Rehabilitation programs
- Statistics
- Economics
- Basic accounting

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1.Critical aspects of competency	Assessment requires evidences that the candidate:
	1.1 Demonstrated ability to establish contacts with the social development officer
	1.2 Demonstrated ability to develop and administer assessment tools
	1.3 Demonstrated ability to prepare reports
	1.4 Demonstrated ability to identify target group for a project
	1.5 Demonstrated ability to carry out gender assessment
	1.6 Demonstrated ability to identify key contact persons in a group project
	1.7 Demonstrated ability to carry out sensitization, mobilization and registration of new group members
	1.8 Demonstrated ability to conduct meetings
	1.9 Demonstrated ability to establish group leadership positions and roles
	1.10 Demonstrated ability to conduct group elections
	1.11 Demonstrated ability to develop group objectives
	1.12 Demonstrated ability plan group activities
	1.13 Demonstrated ability to conduct capacity

	assessment
	1.14 Demonstrated ability to implement group activities
	1.15 Demonstrated ability to monitor group activities
	1.16 Demonstrated ability to develop and administer evaluation tools
	1.17 Demonstrated ability to document group activities
2. Resource Implications	The following resources MUST be provided: 2.1 A functional office 2.2 Fully equipped simulated operations training office
3. Methods of Assessment	Competency may be assessed through: 3.1 Written tests 3.2 Interview 3.3 Oral questioning 3.4 Observation 3.5 Third party report

4. Context of Assessment	Competency may be assessed:
	    4.1 On-the-job
	    4.2 Off-the –job
	    4.3 During Industrial attachment

5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.