Modification history

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 7.0.

FWPFGM5XXX	Contribute to and implement a community engagement plan
Application	This unit of competency describes the skills and knowledge required to contribute to the development, implementation and review of community engagement plans that focus on forestry-related matters and achieving sustainable environmental, economic and community benefits.
	This unit applies to individuals who are engaged in developing and implementing community engagement plans either as a discrete role or as part of a broader job role.
	All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.
	No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Forest Growing and Management (FGM)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Scope need for community engagement	1.1 Utilise a community engagement framework to assist in analysing and responding to issues that require community engagement 1.2 Confirm organisational issues requiring community engagement 1.3 Confirm purpose and potential benefits of community engagement for the organisation and the community 1.4 Identify target groups in line with identified issues and purpose of engagement
2. Contribute to development of community engagement plan	2.1 Confirm objectives of community engagement in consultation with key stakeholders 2.2 Identify community engagement strategies, potential barriers and approach to addressing barriers 2.3 Incorporate communication protocols in community engagement plan, including ways of communicating with culturally and linguistically diverse communities 2.4 Liaise and seek support from senior personnel during preparation of the community engagement plan, as required 2.5 Produce draft community engagement plan according to workplace procedures 2.6 Forward draft community engagement plan to appropriate personnel and confirm further actions

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3.Coordinate implementation of community engagement plan	3.1 Determine community engagement activities, resource requirements and implementation timelines according to community engagement plan 3.2 Communicate objectives and potential constraints on engagement to appropriate personnel and allocate resources, roles and responsibilities 3.3 Identify and manage expectations of participants and provide targeted information to participants and other stakeholders throughout engagement process 3.4 Engage with media to ensure engagement objectives are accurately communicated to community members and other stakeholders 3.5 Provide opportunities for individuals and communities to develop their capacity to engage with the organisation 3.6 Implement mechanisms for communities to raise their own issues with the organisation 3.7 Monitor roll out of community engagement activities on an ongoing basis, consider feedback from stakeholders and adjust engagement plan in consultation with appropriate personnel as required 3.8 Report on implementation of community engagement activities to appropriate personnel
4. Review community engagement plan	4.1 Assess engagement outcomes against purpose and objectives 4.2 Report outcomes of community engagement activities to relevant stakeholders 4.3 Provide feedback to participants on how the outcomes have informed planning or decision making 4.4 Report on effectiveness of community engagement plan and make recommendations to inform future planning based on consultation and feedback

Foundation Skills	
This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.	
Skill	**Description**
Reading	• Read and interpret complex and unfamiliar texts on forestry policy • Read and interpret submissions and position papers prepared by stakeholders
Writing	• Write recommendations and prepare community engagement reports requiring complex language structures and precision of expression • Prepare community engagement information requiring the presentation of complex information, using simple language structures and precision of expression
Oral communication	• Interact appropriately with a variety of community partners to explain complex and formal policies • Establish and foster transparent, trusting relationships or partnerships with individuals and communities • Work with diverse communities using a range of communication styles to suit different audiences and purposes
Numeracy	• Analyse feedback on quality and effectiveness of engagement activities • Identify and interpret local community characteristics and demographics

Unit Mapping Information			
Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FWPFGM5XXX Contribute to and	FWPCOT5208 Build and maintain	Redesigned unit that includes content from	Not equivalent

implement a community engagement plan	community relationships	FWPCOT5208 Build and maintain community relationships and FWPCOT6201 Manage community engagement	
FWPFGM5XXX Contribute to and implement a community engagement plan	FWPCOT6201 Manage community engagement	Redesigned unit that includes content from FWPCOT5208 Build and maintain community relationships and FWPCOT6201 Manage community engagement	Not equivalent

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

TITLE	Assessment requirements for FWPFGM5XXX Contribute to and implement a community engagement plan

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on one occasion and under the supervision of a senior forester or other senior staff member with responsibility for community engagement, the individual has developed, coordinated and reviewed the implementation of a community engagement plan that is focused on addressing community views on a matter related to forestry operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:
- community engagement theory and principles
- community engagement frameworks:
    - core principles and indicators
    - standards
    - performance rating measures
    - types, methods and levels of engagement
    - communication modes
    - decision-making mechanisms
- common forest and wood products industry issues requiring community engagement and a range of benefits of engaging community in consultation processes
- strategies, practices and techniques for community engagement
- relationship and partnership building principles and techniques
- communication styles appropriate for establishing and fostering transparent, trusting relationships or partnerships with individuals and communities
- leadership principles and the management of community engagement expectations
- strategies and processes for consultation with the community
- processes of individual advocacy and group advocacy
- organisational opportunities for community involvement
- constraints and barriers to community engagement
- demographic features of the local community:
    - socio-economic diversity
    - gender diversity
    - cultural mix
    - household structures
    - education levels
    - political orientations
    - religious beliefs
    - industry and business structures
- characteristics of local communities and factors affecting community engagement, such as:
    - dynamics of community
    - community power structures
    - big politics versus community politics (big 'P' v little 'p')
    - collaborations
    - formal and informal community networks, partnerships and lobby groups
    - strength and views publicised by the business community and local media organisations
- workplace requirements, policies and procedures for the following:
    - building and maintaining community relationships
    - communication and media engagement.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:
- physical conditions:

Assessment Conditions
- skills must be demonstrated in a forest work environment or an environment that accurately represents workplace conditions   - resources, equipment and materials: - computing hardware and software for documenting community engagement plans   - reference materials on community engagement, characteristics of local community, and forestry related issues that may require community engagement   - specifications: - workplace standards, policies and procedures for community engagement   - workplace procedures for documenting and communicating community engagement plans.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47