

Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

AHCCSW4XXX	Contribute to the development of cultural safety processes
Application	<p>This unit of competency describes the skills and knowledge required to support an organisation development of cultural safety processes for Aboriginal and/or Torres Strait Islander people.</p> <p>The unit applies to individuals who work with Aboriginal and/or Torres Strait Islander people and who are responsible for contributing to developing and supporting the implementation of processes to build a culturally safe workplace.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Cultural Sites Work (CSW)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Investigate established processes within organisation	1.1 Investigate existing and past cultural safety policy in the organisation 1.2 Assist in preparing survey to investigate current cultural climate 1.3 Confirm survey methods are appropriate with management and with Aboriginal and/or Torres Strait Islander cultural authority
2. Conduct cultural safety awareness survey	2.1 Canvass management and staff through approved survey 2.2 Ensure process is outlined to participants and permissions given to document responses 2.3 Document responses and report outcomes to management
3. Support the development and implementation of the cultural safety process	3.1 Analyse documented responses to survey 3.2 Assist in developing the process according to standard workplace formats and management 3.3 Gain approvals from management and Aboriginal and/or Torres Strait Islander people to implement process 3.4 Promote the newly developed process to all members of the organisation
4. Evaluate effectiveness of cultural safety process	4.1 Assist in preparing follow up questions and conduct surveys to gauge effectiveness of new processes after an agreed, appropriate timeframe 4.2 Compare newly implemented processes to past established processes 4.3 Revise processes according to responses received

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret, analyse and extract information from a range of sources including legal documents, policies and procedures
Oral Communication	<ul style="list-style-type: none"> Oral Communication

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCSW4XXX Contribute to the development of cultural safety processes	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 .
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TITLE	Assessment requirements for AHCCSW4XXX Contribute to the development of cultural safety processes
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Performance Evidence

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

There must be evidence that the individual has contributed to the development of cultural safety processes at least once and has:

- investigated current cultural safety policies and processes within the organisation
- assisted in developing a survey for approval by management and Aboriginal and/or Torres Strait Islander people
- obtained appropriate permission to document survey results
- conducted survey through approved method
- collated and documented results
- supported management in the development of cultural safety processes
- promoted the implementation of the newly developed processes
- assisted management in a follow up investigation of the effectiveness of the new processes
- analysed results following investigation
- supported a continuous improvement process.

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:

- best practice cultural safety in the workplace including:
 - reflecting on own practice and that of others
 - awareness of current and past issues affecting Aboriginal and/or Torres Strait Islander workers
 - open and honest communication
 - consultation with Aboriginal and/or Torres Strait Islander workers
- methods for conducting surveys including:
 - developing online survey questions
 - face to face interviews
- methods for organising collected raw data into information
- analysing information and reporting results
- promotion of processes which may include:
 - formal staff training
 - dissemination of information via electronic means.

Assessment Conditions

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

- physical conditions:
 - skills must be demonstrated on Country and/or within an Aboriginal and/or Torres Strait Islander Community or an environment that accurately represents workplace conditions
- specifications:
 - access to existing workplace documents such as policies, procedures, processes, forms
- relationships:
 - local Community Elders and/or Custodians.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

In addition, the following specific assessor requirements apply to this unit:

- assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is:
 - an Aboriginal and/or Torres Strait Islander Elder and/or Custodian

or:

Assessment Conditions	
<ul style="list-style-type: none">• accompanied by, and/or in communication with, an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience and knowledge of local cultural protocols.	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 .