

## CONDUCT SOCIAL POLICY IMPLEMENTATION

**UNIT CODE:** COD/OS/SW/CR/03/5/A

### UNIT DESCRIPTION

This unit covers the competencies required to identify social policy problems, carry out community mobilization, carry out social policy sensitization and document social policy issues.

### ELEMENTS AND PERFORMANCE CRITERIA

| <b>ELEMENT</b><br>These describe the key outcomes which make the workplace function | <b>PERFORMANCE CRITERIA</b><br>These are assessable statements which specify the required level of performances each of the elements.<br><br><i>(Bold and italicised terms are elaborated in the Range)</i>  |
|---|--|
| 1. Identify social policy problems  | 1.1 <i>Assessment tools</i> are identified as per SOPs<br>1.2 Assessment tools are administered as per SOPs<br>1.3 Data is collected as per SOPs<br>1.4 Data is analysed as per organization policy<br>1.5 Report is prepared and shared as per organization policy  |
| 2. Carry out community mobilization   | 2.1 Community mapping is carried out as per the organization policy<br>2.2 Target group is identified based on the community mapping<br>2.3 <i>Resources</i> are identified as per organization policy<br>2.4 Mobilization plan is identified as per organization policy<br>2.5 Mobilization plan is implemented as per organization policy                            |
| 3. Carry out social policy sensitization  | 3.1 Community sensitization objectives are identified as per organisation policy<br>3.2 Resources for community sensitization plan are identified as per organisation policy<br>3.3 Time allocation for planned sensitization activities is carried out as per organisation policy<br>3.4 Identification of the stakeholders is carried out as per organization policy |

| <b>ELEMENT</b>  | <b>PERFORMANCE CRITERIA</b>   |
|---|---|
| These describe the key outcomes which make the workplace function | These are assessable statements which specify the required level of performances each of the elements.<br><br><i>(Bold and italicised terms are elaborated in the Range)</i>  |
|   | 3.5 Sensitization planning meetings are conducted as per organization policy<br>3.6 Implementation of social policy sensitization activities is carried out as per organization policy  |
| 4. Document social policy issues                                  | 4.1 Documentation procedures are identified as per organization policy.<br>4.2 Identification plan is developed as per SOPs.<br>4.3 Best practices are identified as per SOPs.<br>4.4 Documentation plan is identified as per organization policy.<br>4.5 The best practises are documented as per organization policy.<br>4.6 Documentation tools are identified as per organization policy.<br>4.7 The best practises are shared as per organisation policy.<br>4.8 Documentation analysis is carried out as per organization policy<br>4.9 Documents are stored as per the organization policy |

| <b>Variable</b>     | <b>Range</b><br><i>May include but not limited to:</i>  |
|---------------------|---|
| 1. Assessment tools | <ul style="list-style-type: none"> <li>• Check list</li> <li>• Questionnaire</li> <li>• Interview guide</li> <li>• Observation schedule</li> </ul>  |
| 2. Resources        | <ul style="list-style-type: none"> <li>• Human resource</li> <li>• Infrastructure</li> <li>• Technological resources</li> <li>• Natural resources</li> <li>• Financial resources</li> </ul> |

## 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
- 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
- Nutrition and food supply
- Statistics
- Rehabilitation programmes
- Economics
- Basic accounting
- Digital literacy

**EVIDENCE GUIDE**

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| <p>1. Critical Aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <p>1.1 Demonstrated ability to identify assessment tools in social policy problems</p> <p>1.2 Demonstrated ability to administer assessment tools</p> <p>1.3 Demonstrated ability to collect and analyse data</p> <p>1.4 Demonstrated ability to prepare a report on social policy problems</p> <p>1.5 Demonstrated ability to carry out community mapping in order to carry out community mobilization</p> |
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|  | <p>1.6 Demonstrated ability to identify target group in community mobilization</p> <p>1.7 Demonstrated ability to identify resources in community mobilization</p> <p>1.8 Demonstrated ability to implement a community mobilization plan</p> <p>1.9 Demonstrated ability identify stakeholders for a social policy community mobilization activity</p> <p>1.10 Demonstrated ability to implement social policy sensitization activity</p> <p>1.11 Demonstrated ability document social policy issues</p> |
| 2. Resource implications               | <p>2.1 A functional office</p> <p>2.2 A fully equipped simulated operations training office</p> <p>2.3 Stationery</p>   |
| 3. Methods of Assessment               | <p><b><i>Competency may be assessed through:</i></b></p> <p>3.1 Verbal questioning</p> <p>3.2 Project</p> <p>3.3 Observation</p> <p>3.4 Third party report</p> <p>3.5 Interview</p> <p>3.6 Written test</p>   |
| 4. Context of Assessment               | <p>Competency may be assessed individually</p> <p>4.1 on-the-job</p> <p>4.2 off-the-job</p> <p>4.3 workplace experience</p>   |
| 5. Guidance information for assessment | <p>This unit may be assessed on an integrated basis with others within this occupational sector</p>   |