

Inspiring Communities: Community-Led Development Facilitation

Inspiring Communities

Show us you know how to plan and facilitate community-led development processes, including hui/meetings/workshops for a diverse range of groups, sectors and stakeholders and critically reflect on your practice to enhance your own facilitation and GLD outcomes in local communities.

This is a self-directed learning process you can complete on your own. If you want to work alongside others completing this qualification, then we highly recommend you join a monthly online learning group, facilitated by Inspiring Communities. For more information: <https://inspiringcommunities.org.nz/training/edubit-cld-training/>

- Level 5
- Credits 10
- \$199 NZD (GST incl.)

Assessment

You are required to submit evidence of the following:

1. Apply community-led development principles and understanding of group process to plan community processes/hui/meetings/workshops for a diverse range of groups, sectors and stakeholders.
2. Apply an adaptive approach to facilitate processes/hui/meetings/workshops to support constructive group interaction, participation and outcomes in a diverse range of the community-led development contexts.
3. Critically reflect on their facilitation practice in a diverse range of community- led development contexts in order to enhance future practice.

To earn this credential, all work must be your own and you must submit evidence exactly as requested in the Task instructions.

When you've finished gathering your evidence, press Evaluate My Evidence. Trained and experienced assessors are standing by to evaluate your evidence and provide feedback on how you did for each task, as well as how you did Overall.

- If your evidence does not yet meet the requirements, we will provide feedback on what is missing and encourage you to practice your skills and attempt the assessment again at a later date.
- If there are minor gaps in your submission evidence, you will be given the opportunity to resubmit. You will have 14 calendar days to add the missing evidence and submit for re-evaluation.
- If you have any questions, please check our support materials

Evidence to be submitted for evaluation:

- Case study for one (1) facilitated process/hui/meeting/workshop.
- Reflections relating to the case study .
- Minimum of two (2) supporting documents providing evidence of facilitator's process, outputs and/or outcomes.
- Minimum of one (1) attestation from a participant and one (1) attestation from a peer, mentor, supervisor or manager.

You will need to provide the following evidence in order to complete this assessment. If you cannot provide all the information requested for tasks one or two, then explain why this is not relevant and include other information that is more relevant for your context.

Notes: Your Case Study

This case study is for a Community-Led Development process you have facilitated and should cover all aspects of Tasks 1, 2, 3 and 4 as detailed in the section notes for each of these.

Your case study may be of a specific hui/meeting or workshop, or of a longer-term process of facilitating a CLD initiative or activity (e.g. getting underway or sustaining a particular activity like a community dinner, local newsletter or multi-stakeholder collaboration). Choose a case study where you can provide relevant supporting written documents and find appropriate people able to give attestations as evidence of your CLD facilitation skills.

You will outline:

- What you planned (Task 1).
- How you adapted your approach as necessary to facilitate the process effectively (Task 2).
- Attestations (Task 3).
- Reflections on your facilitation practice (Task 4).

Relevant examples of CLD facilitation for this credential may include:

- Facilitation (or co-facilitation) of hui/meetings/processes or workshops with any stakeholders (e.g. residents, community groups, local council, churches, schools, iwi, hapu and/or government departments working for community-led solutions around local issues and opportunities (e.g. a community event sharing local ideas about a better future).
- Contributing to the facilitation of a community-led initiative over time as an active resident, someone employed by a CLD initiative, a supporter/enabler of CLD from within your primary work role (e.g. in local or central government, a funding organisation, a business, iwi or hapu organisation, school or NGO), getting a community garden or kai sharing initiative started.

You can read through an [exemplar submission here](#), which may help you understand what is expected.

Learning Recommendations

This is a self-directed learning process you can complete on your own. If you want to work alongside others completing this qualification, then we highly recommend you join a monthly online learning group, facilitated by Inspiring Communities. For more information:

Inspiring Communities offers an online community of practice group to offer professional advice and peer learning support for people completing this credential. Find out more [here](#)

[Aotearoa NZ Community-Led Development \(CLD\) principles](#)

[Effective Structured Group Processes](#)

Tasks

Proof of Identity

Please provide a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

General Information

Please provide:

1. A brief description of your current role(s) in relation to Community-Led Development (CLD) (maximum 50 words).
2. A brief explanation of how long you have been involved in the facilitation of groups and in CLD and the roles you have played (maximum 100 words).

Task 1. Apply community-led development principles and understanding of group process to plan community processes/hui/meetings/workshops for a diverse range of people, groups and sectors.

You will need to:

Provide a case study of one (1) CLD group/initiative that you have facilitated. This will need to include:

1.1. A brief and concise description of your work in preparing to facilitate this initiative by getting to know the group/community/initiative.

Maximum of 200 words.

1.2. A detailed explanation of how you applied CLD principles and your understanding of group processes to plan or prepare your facilitation approach.

Maximum of 500 words.

Notes for Task 1 - What you planned

1.1. You will need to provide brief and concise information on each of the following as part of your case study in order to meet the requirements of this task:

- How you have learned about and got involved in this group/community/CLO initiative.
- What you and those involved hoped to achieve.
- Your role in relation to others.
- The particular strengths, challenges and characteristics of this group/community/CLO initiative.
- Their history and stage of development as a group/community/CLO initiative.
- Who you are ideally aiming to involve as well as how and why.

1.2. You will need to provide detailed information on each of the following as part of your case study in order to meet the requirements of this task:

- How you engaged with the people you wanted to come to the hui/meeting/workshop or get involved with the CLD initiative.
- How you welcomed/engaged with people in an inclusive, culturally appropriate manner.
- How you helped build trust, hope, respectful relationships and clarity around shared values/vision.
- The group processes or creative activities you designed to encourage participation, positive energy and to support your intended outcomes.
- How you set out to support effective engagement and help build consensus on decision making and action taking processes.
- How you worked to help participants take collective and individual ownership and encourage leadership from individuals.
- What you put in place to gather honest feedback on how things were going to 'learn from doing'.
- How your own strengths, skills, biases, and vulnerabilities influenced your particular approach.

AND provide one (1) supporting document giving evidence of your planning (e.g. an agenda, invite in the form of a poster, email, Facebook post, community newsletter item or other communication).

Task 2. Apply an adaptive approach to facilitate processes/ hui/ meetings/ workshops to support constructive group interaction, participation and outcomes in a diverse range of the community-led development contexts.

You will need to:

2.1. Provide a detailed explanation of how you adapted your approach to respond to what actually happened in the process, hui, meeting or workshop compared to what you might have planned beforehand.

Maximum of 500 words.

Notes for Task 2 - How and why you adapted your approach to facilitate the process effectively

2.1. You will need to provide detailed information on each of the following as part of your case study in order to meet the requirements of this task:

- How you worked with others to develop the best approach to bring people together. Did you need to make any changes along the way?
- How you dealt with and/or planned for a different number of people engaging than you expected.
- How you helped people work through conflict and/or diverse opinions and ideas.
- How you noticed emerging talent and silent/missing voices, working to encourage involvement.
- How you adapted and demonstrated flexibility in order to complete what mattered most within constraints (e.g. the time available, the energy of participants).
- How you supported the exploration of creative ideas and opportunities emerging from participants.
- How you helped the group work through fears, failure or barriers.
- How you helped a challenging meeting end positively.
- How you followed up on what happened in any formal gathering to help make things happen.
- How you brokered new connections to help further the group/community's kaupapa.
- What you paid attention to around your own self-awareness, relationships and the kaupapa.

AND provide one (1) supporting document providing evidence of what actually happened at or as a result of your facilitation work (e.g. minutes of the meeting/hui, an action plan developed from a workshop, media article, email, reports).

Task 3: Supporting evidence from your Peer/Mentor/Supervisor and from a Participant.

You will need to:

3.1. Provide completed copies of Attestation Forms from one participant in your case study and one peer, mentor or supervisor who has observed your growth and development as a Community-Led Development (GLD) facilitator over time to support the evidence you have provided in Tasks 1 and 2.

Please download the Attestation Form(s) and make sure it is completed, signed and dated before uploading to this task.

[Attestation for Participant](#)

[Attestation for Peer/Mentor/Supervisor](#)

Task 4. Critically reflect on your facilitation practice in a diverse range of community-led development contexts to enhance your own facilitation practice.

You will need to:

4.1. Critically reflect on your facilitation approach in a diverse GLD contexts, in the light of the evidence you have gathered and incorporating your understanding of GLD principles and effective group processes.

Notes for Task 4 - Reflections on your facilitation practice

You will need to provide evidence of critical reflection as follows in order to meet the requirements of this task:

- Your reflections on the attestation feedback you received. What insights did these offer? How did you find asking for/receiving feedback?
- Your reflections on your particular case study. What worked well? What was challenging? Consider your overall learnings and what you would do/do differently next time.
- Compare and contrast this case study context with other CLD contexts you have worked in. What was similar or different in your approach and why.
- In the light of the above reflections, feedback and any learning resources (e.g. articles about CLD or facilitation practice) you have drawn on, consider your CLD facilitation practice. What are your strengths and areas for improvement?

AND provide a simple plan outlining specific actions you intend to take that will support your ongoing reflective practice as a CLD facilitator. Include who you will ask to support you in implementing this plan.

Maximum word limit: 1200 words

July 2022

