



Australian Government

Assessment Requirements for AHCCCF414 Coordinate fundraising activities

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- coordinate fundraising activities according to enterprise and legal requirements
- develop fundraising ideas that are appropriate to the group or program goals and values
- present ideas for fundraising at meetings according to meeting protocols
- approach and enlist support of volunteers
- coordinate committees or teams and the sites and resources required for fundraising
- coordinate activities and manage risks
- evaluate past and current fundraising activities
- report outcomes according to group requirements
- manage finances including preparing budgets, handling money and recording incoming and outgoing funds

Knowledge Evidence

The candidate must demonstrate knowledge of:

- scope of acceptable activities within various cultures/groups in the community
- basic cash handling procedures
- insurance relating to fund-raising activities
- basic financial statements
- public safety requirements and legislation
- relevant local government by-laws
- permits required for some fundraising activities

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>