



Australian Government

Assessment Requirements for AHCCCF412 Coordinate board or committee elections

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:

- conduct all election processes according to the rules and practices of the group or organisation
- seek and check nominations
- explain voting process to group and ensure understanding
- prepare and edit ballot papers to organisational requirements and in line with voting process
- conduct elections and monitor voting irregularities
- address complaints and grievances about the election process
- record and declare results

Knowledge Evidence

The candidate must demonstrate knowledge of:

- articles, rules and practice of the group or organisation
- election procedures used by other groups and in other voluntary organisations
- voting method to be used

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>

