



Australian Government

Assessment Requirements for AHCCCF413 Service committees

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:

- organise formal meetings and advise members of details within agreed timeframes
- prepare business papers and additional information for meetings
- take meeting notes to meet enterprise requirements
- carry out follow up actions within agreed timeframes
- prepare minutes according to committee, organisational and legislative requirements
- distribute meeting minutes within agreed timeframes

Knowledge Evidence

The candidate must demonstrate knowledge of:

- meeting procedures, both formal and informal
- agency guidelines or instructions where applicable
- relevant program and incorporation requirements for group where applicable
- local facilities for meetings
- local arrangements for authorising expenditure
- office and related business procedures

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>