



Australian Government

AHCCCF419 Present proposed courses of action at a meeting

Release: 1

AHCCCF419 Present proposed courses of action at a meeting

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to develop and document proposed courses of action, and present recommendations at a meeting.

The unit applies to individuals who apply specialist skills and knowledge to present proposed courses of action at a meeting. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop course of action and documentation	1.1 Identify and compare a range of courses of action 1.2 Determine best course of action related to goal, action strategy, project or issue to solve a problem or to advance the group 1.3 Determine legislative and ethical requirements for inclusion in decision or discussion 1.4 Identify and document reasons for proposed course of action, including costs and benefits

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Present recommendations	2.1 Present proposed course of action to committee 2.2 Discuss recommendations and rationale with committee 2.3 Seek input and approval from committee

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	Use clear language, accurate industry terminology and logical structure to document proposed course of action
Oral communication	Initiate discussions with committee, using clear language and standard industry terminology to discuss recommendations and rationale and seek approval
Numeracy	- Calculate costs of proposed course of action - Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points and ratios

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCCF419 Present proposed courses of action at a meeting	AHCCCF416 Present proposed courses of action to meeting	Changes to unit title and application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

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