



Australian Government

AHCCCF422 Coordinate events to support group purpose

Release: 1

AHCCCF422 Coordinate events to support group purpose

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 coordinate events that support group purpose.

The unit applies to individuals who apply specialist skills and knowledge to coordinate events to support group purpose. 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. Plan events	1.1 Identify events that support group goals and funding or sponsorship requirements 1.2 Canvass group member preferences for types and frequency of activities 1.3 Develop concept, timing and resources for event to meet group needs and support community involvement 1.4 Identify and manage event risks, including group and public

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	safety, and group image 1.5 Promote event to members and the community 1.6 Determine availability of personnel and resources for event 1.7 Support group to plan event within budget
2. Coordinate activities	2.1 Prepare location of event to cater for activity and people 2.2 Implement safe working practices to minimise identified risks 2.3 Check availability of resources to ensure event will occur as planned 2.4 Coordinate people assisting in the event to provide an environment consistent with purpose of activity 2.5 Manage shortages in personnel and resources to minimise impact 2.6 Welcome and liaise with visitors and members to develop positive social environment
3. Close event	3.1 Clean and restore event site on completion of activity 3.2 Conduct evaluation of event, including member feedback 3.3 Document event evaluation

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 promote event and document event evaluation
Oral communication	Initiate discussions with program group, using clear language and standard industry terminology to canvass their preferences and evaluate event

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCCF422 Coordinate events to support group purpose	AHCCCF415 Coordinate social events to support group purposes	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>