



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AHC51210 Diploma of Community Coordination and Facilitation**

**Release 2**

## AHC51210 Diploma of Community Coordination and Facilitation

### Modification History

Release	TP Version	Comments
2	AHC10v4	Equivalent imported Units updated
1	AHC10	Initial release

### Description

Community coordination and facilitation sector is about fostering, promoting and supporting community development, particularly in rural communities that are engaged in land management activities.

### Pathways Information

#### Qualification pathways

##### Pathways into the qualification

This qualification may be accessed by direct entry.

##### Pathways from the qualification

Further training pathways from this qualification include, but are not limited to, Advanced Diploma of Conservation and Land Management.

#### Australian Apprenticeships

This qualification is suitable for an Australian Apprenticeship.

#### Job roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

Volunteer, project manager, community group leader, group or project coordinator, regional coordinator

### Licensing/Regulatory Information

Not Applicable

## Entry Requirements

### Entry requirements

There are no entry requirements for this qualification.

## Employability Skills Summary

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
Communication	<ul style="list-style-type: none"> <li>• Reading and interpreting workplace related documentation</li> <li>• Writing to audience needs</li> <li>• Interpreting the needs of internal/external customers</li> <li>• Establishing/using networks</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Working with diverse individuals and groups</li> <li>• Applying knowledge of own role as a part of a team</li> <li>• Applying teamwork skills to a range of situations</li> <li>• Identifying and using the strengths of other team members</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• Developing practical and creative solutions to workplace problems</li> <li>• Applying a range of strategies in problem solving</li> <li>• Listening to and resolving concerns in relation to workplace issues</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Identifying opportunities that might not be obvious to others</li> <li>• Generating a range of options in response to workplace matters</li> <li>• Translating ideas into action</li> <li>• Developing innovative solutions</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Taking initiative and making decisions within workplace role</li> <li>• Working within or establishing clear project goals and deliverables</li> <li>• Determining or applying required resources</li> <li>• Allocating people and other resources to tasks and workplace requirements</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Having a personal vision and goals</li> <li>• Articulating own ideas and vision</li> <li>• Monitoring and evaluating own performance</li> <li>• Taking responsibility at the appropriate level</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• Being open to learning, new ideas and techniques</li> <li>• Learning in order to accommodate change</li> <li>• Managing own learning</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
Technology	<ul style="list-style-type: none"> <li>• Using technology and related workplace equipment</li> <li>• Using technology to organise data</li> <li>• Applying technology as a management tool</li> </ul>



## Packaging Rules

### Packaging Rules

Completion of ten (10) elective units.

### ELECTIVE UNITS

- a minimum of four (4) units must come from elective group A
- a minimum of four (4) units must come from elective groups A or B
- a maximum of two (2) units may be selected from units aligned to Certificate IV or above in AHC10 or from any other currently endorsed training package or accredited course. Selected units must be relevant to job outcomes in community coordination and facilitation.

### ELECTIVE UNITS GROUP A

#### Community coordination and facilitation

Unit code	Unit title
AHCCCF501A	Evaluate project submissions
AHCCCF502A	Facilitate development of group goals and projects
AHCCCF503A	Promote group formation and development
AHCCCF504A	Support group and community changes in resource management
AHCCCF505A	Contribute to regional planning process
AHCCCF506A	Manage the incorporation of a group
AHCCCF601A	Map regional issues and stakeholders

### ELECTIVE UNITS GROUP B

#### Business

Unit code	Unit title
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AHCBUS501A	Manage staff
AHCBUS502A	Market products and services
AHCBUS503A	Negotiate and monitor contracts
AHCBUS504A	Prepare estimates, quotes and tenders
AHCBUS505A	Develop a marketing plan
AHCBUS506A	Develop and review a business plan
AHCBUS507A	Monitor and review business performance
AHCBUS508A	Prepare and monitor budgets and financial reports
BSBADM504B	Plan or review administrative systems
BSBRES401A	Analyse and present research information
TLIL5019A	Implement and monitor transport logistics
TLIR4002A	Source goods/services and evaluate contractors
TLIR4003A	Negotiate a contract

### Community coordination and facilitation

Unit code	Unit title
AHCCCF401A	Prepare project acquittal
AHCCCF402A	Report on project
AHCCCF403A	Obtain and manage sponsorship
AHCCCF404A	Contribute to association governance
AHCCCF405A	Develop community networks
AHCCCF406A	Facilitate ongoing group development
AHCCCF407A	Obtain resources from community and groups
AHCCCF408A	Promote community programs
AHCCCF409A	Participate in assessments of project submissions
AHCCCF410A	Support individuals in resource management change processes

AHCCCF411A	Develop approaches to include cultural and human diversity
AHCCCF412A	Coordinate board/committee elections
AHCCCF413A	Service committees
AHCCCF414A	Coordinate fund-raising activities
AHCCCF415A	Coordinate social events to support group purposes
AHCCCF416A	Present proposed courses of action to meeting
CHCCD404E	Develop and implement community programs
LGACOM502B	Devise and conduct community consultations

### **Lands, parks and wildlife**

<b>Unit code</b>	<b>Unit title</b>
PUACOM012B	Liaise with media at a local level
AHCLPW501A	Develop a management plan for a designated area

### **Occupational health and safety**

<b>Unit code</b>	<b>Unit title</b>
AHCOHS501A	Manage Occupational Health and Safety (OHS) processes

### **Work**

<b>Unit code</b>	<b>Unit title</b>
AHCWRK501A	Plan, implement and review a quality assurance program
AHCWRK502A	Collect and manage data
AHCWRK503A	Prepare reports
AHCWRK504A	Assess new industry developments
AHCWRK505A	Manage trial and/or research material
AHCWRK507A	Implement professional practice
AHCWRK508A	Interpret legislation

AHCWRK509A	Provide specialist advice to clients
AHCWRK510A	Audit site operations
AHCWRK511A	Develop workplace policy and procedures for sustainability
PSPPM502B	Manage complex projects
PSPPM503B	Close complex projects