



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF407A Obtain resources from community and groups

Release: 1

AHCCCF407A Obtain resources from community and groups

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers obtaining resources from community and groups and defines the standard required to: develop a list of resources required to carry out a project or function; identify resources that may be able to be donated, purchased or borrowed from community; apply for access to resources from community with details of proposed use and justification; negotiate use of resources in a way that maintains community support; document the use of resources as part of project management and to allow acknowledgement of community contribution.
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Application of the Unit

Application of the unit	This unit applies to those who source resources from within the community and group to support Landcare or similar group activities and projects.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Identify potential resources	1.1. Potential resources in the group, community and agency are identified to match project requirements as documented in plan. 1.2. Likely conditions under which alternative resources can be sourced are identified to determine suitable sources and conditions of sourcing.
2. Seek commitment of resources	2.1. Owners of resources are approached to discuss resource availability and conditions of availability. 2.2. Costs of alternative arrangements are reviewed in context of the project or group budget to determine which arrangements can be accepted or renegotiated. 2.3. Arrangements are reached with resource owners on the use of resources within overall project plan and budget. 2.4. Approach and relationship with resource owners caters for range of viewpoints to ensure a positive image of program is maintained.
3. Coordinate use of resource	3.1. Provision of resources is coordinated to suit project and project plan and any changes in timing and availability of complementary resources. 3.2. Use of resources is documented to program and project requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- identify potential resources
- seek commitment of resources and coordinate use of resources
- negotiate and complete agreements
- apply networking strategies
- develop alternative plans
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for

REQUIRED SKILLS AND KNOWLEDGE

clarification, negotiating solutions and responding to a range of views

- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- project resource requirements
- task analysis, including hazard and risk analysis
- occupational health and safety and public safety obligations
- network of resources in the community
- program guidelines
- project contract
- group liability
- basic skills analysis
- licencing requirements.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • develop a list of resources required to carry out a project or function • identify resources that may be able to be donated, purchased or borrowed from community • apply for access to resources from community with details of proposed use and justification • negotiate use of resources in a way that maintains community support • document the use of resources as part of project management and to allow acknowledgement of community contribution.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Resources may include:	<ul style="list-style-type: none"> • the range of resources that can be sourced from the community or group covering paid, trainee and volunteer labour • labour and equipment from clients • equipment borrowed, hired and bought • materials bought, donated and discounted

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Occupational Health and Safety (OHS) equipment • may include the discussion and negotiation of what volunteers will do and with whom.

Unit Sector(s)

Unit sector	Community coordination and facilitation
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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