



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF409A Participate in assessments of project submissions

Release: 1

AHCCCF409A Participate in assessments of project submissions

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of participating in the submission assessment process at regional and State/Territory levels for public-funded community programs. It requires the ability to participate in committees, appropriately question and discuss cultural and social issues, rank competing projects, and maintain probity of the assessment. Participating in assessments of project submissions requires knowledge of rural industries and/or natural resource management principles, scope of programs, regional areas, community and issues in areas of communities.
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Application of the Unit

Application of the unit	This unit applies to those who participate in the submission assessment process at regional and State/Territory levels for public-funded community programs.
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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. Research the applicable program guidelines	<p>1.1. Policy and program information required to participate in the assessment of projects within a region or State/Territory is obtained and reviewed.</p> <p>1.2. Own role and responsibilities are identified within applicable program guidelines and legislative requirements.</p> <p>1.3. Own knowledge of policy and program information and legislative requirements is built through involvement in development activities to achieve an understanding of the program aims and goals.</p> <p>1.4. Changes in policy and program information are identified for impact on assessment processes.</p>
2. Review the submissions	<p>2.1. Project submissions are reviewed prior to the assessment committee meeting in the context of policy and program information.</p> <p>2.2. Personal review and ranking of projects is completed in preparation for the assessment committee meeting, in accordance with program guidelines.</p>
3. Participate in committee assessment process	<p>3.1. Projects which meet program guidelines are identified by the committee for further assessment.</p> <p>3.2. Submissions seeking further funding for existing projects are identified and reviewed under separate criteria according to program guidelines.</p> <p>3.3. Assessments of projects, which have been processed through a local or regional assessment panel, are given a balanced consideration to manage the time taken on the assessment, and to ensure equity and fairness in the process.</p> <p>3.4. Projects are reviewed and ranked by the committee in terms of the priorities and other factors defined in the program guidelines.</p> <p>3.5. Active listening approaches and appropriate questioning techniques are used to develop an understanding and a team approach across a diverse committee/panel.</p> <p>3.6. Projects are selected for recommendation in accordance with program guidelines and available funds.</p>
4. Maintain probity of assessment	<p>4.1. Confidentiality requirements of the assessment process are maintained.</p> <p>4.2. Ethical and legislative standards and procedures of the assessment process are followed.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- participate in committees
- understand team development
- rank competing projects
- 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 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

- rural industries and/or natural resource management principles
- scope of programs
- regional areas, community and issues in areas of communities
- wide understanding of legislative and program guidelines at appropriate local, regional and State levels.
- project assessment processes
- program probity requirements
- awareness of diversity in community
- relevant legislation.

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"> • use monitoring techniques suitable for the environment and species • install and use monitoring equipment • develop systems to capture, maintain and analyse data • make observations and record data on species diversity and abundance • review data to ensure the monitoring process is correctly targeted and implemented.
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.	
Submissions may include:	<ul style="list-style-type: none"> • a community group or a number of community groups. Submissions may be for a local area or for a wider region, and may incorporate funding from more than one program.

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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