



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF413A Service committees

Release: 1

AHCCCF413A Service committees

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers service committees and defines the standard required to: organise formal meetings; prepare business papers and additional information for meetings; conduct meetings and carry out follow up actions; plan other events for a committee; maintain records, including the operating budget, for a committee.
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Application of the Unit

Application of the unit	This unit applies to community program leaders who organise meetings for committees and sub-committees at the group and regional levels to support the operation of community groups.
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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. Organise meetings	<p>1.1.Purpose of meeting(s) is clarified with the chair, secretary or coordinator.</p> <p>1.2.Schedule of meetings is prepared and maintained in line with any group, regional and/or agency requirements.</p> <p>1.3.Venue and date of meeting is organised according to meeting schedule, group or regional requirements and within any budget constraints.</p> <p>1.4.Participants are advised of any changes to original meeting details.</p> <p>1.5.All appropriate individuals are advised of details of meetings and followed up for confirmation of attendance according to instructions.</p> <p>1.6.Any apologies are accepted and accurately recorded for presentation at meeting.</p> <p>1.7.Meeting room is set up in a timely manner to suit arrangements and according to instructions.</p>
2. Prepare business papers for meetings	<p>2.1.Notice of meeting and agenda are accurately prepared to instructions and details provided.</p> <p>2.2.Reports required for meeting are prepared or collated as appropriate.</p> <p>2.3.All business papers are distributed to appropriate individuals following established group or regional meeting guidelines.</p>
3. Record and produce minutes of meeting	<p>3.1.Notes are taken of meeting activities and decisions to ensure an accurate record of meeting.</p> <p>3.2.Minutes of the meeting are produced in required format to provide an accurate account of meeting.</p> <p>3.3.Minutes are checked for accuracy, approved and distributed to instructions.</p>
4. Follow up after meetings	<p>4.1.Action lists on work following from meetings are prepared according to instructions.</p> <p>4.2.Requests for information from group members or officers are dealt with promptly and accurately.</p> <p>4.3.Correspondence associated with meetings is dealt with in a timely manner according to instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- use office equipment, such as computers, photocopiers and facsimiles
- plan events
- manage budgets
- 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

- meeting procedures, both formal and informal
- agency guidelines where applicable or instructions
- relevant program and incorporation requirements for group where applicable
- local facilities for meetings
- local arrangements for authorising expenditure
- local community and activities
- office and related business procedures
- Occupational Health and Safety (OHS) and public safety 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"> • organise formal meetings • prepare business papers and additional information for meetings • conduct meetings and carry out follow up actions • plan other events for a committee • maintain records, including the operating budget, for a committee.
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.	
Service may include:	<ul style="list-style-type: none"> • meetings including group management meetings, group general or annual meetings • training/extension sessions • sub-committee meetings related to a project or other specific activity • regional meetings for coordination or for management of regional plan • agency related meetings associated with management of 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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