



**Australian Government**

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

# **AHCCCF414A Coordinate fund-raising activities**

**Release: 1**

## AHCCCF414A Coordinate fund-raising activities

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers coordinating fund-raising activities and defines the standard required to: present ideas for fund-raising at meetings; approach and enlist support of volunteers; coordinate committees/teams and the sites and resources required for fund-raising; coordinate activities and implement general risk management.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to community program leaders who coordinate fundraising activities for local Landcare community groups or programs.
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Not Applicable

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Seek fundraising ideas	1.1. Requirements for funds are identified to determine extent of fundraising. 1.2. Successful fundraising activities used by this or other groups are identified for further investigation. 1.3. Potential new fundraising activities are compared to existing methods to determine preferred fundraising activities. 1.4. Potential fundraising ideas are reviewed in conjunction with other leaders to identify preferred fundraising activity(s). 1.5. Views of individuals in groups are considered in determining preferred fundraising activities.
2. Select and develop ideas	2.1. Required resources and potential net income from preferred fund raising activities are estimated. 2.2. Selected fundraising activities are submitted with reasons to group for approval according to group practices to obtain group agreement.
3. Conduct fundraising	3.1. Volunteers to manage and/or support required activities in fundraising program are sought and duties negotiated. 3.2. Volunteers required to organise fundraising are organised into committee and/or teams. 3.3. Fund raising activities comply with public safety, occupational health and safety, and other legislative and local government requirements. 3.4. Fundraising activities are supervised according to group requirements to ensure optimum return for group with available resources, and to present a positive image of the group. 3.5. Cash handling procedures are used to ensure security of money collected. 3.6. Sites of activities are checked to ensure they are tidy to requirements before and after. 3.7. Results from fundraising activities are recorded for review.
4. Review results	4.1. Results are reviewed and submitted to group for discussion. 4.2. Discussion on relative value of fundraising activities and potential suitability for future is coordinated. 4.3. Results and review are submitted to group management committee for noting, recording and

ELEMENT	PERFORMANCE CRITERIA
	further action.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- presentation of ideas at meetings
- approach and enlist support of volunteers
- coordinate committees/teams
- negotiate for sites and resources
- plan and coordinate activities
- implement general risk management
- 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

- network to seek ideas
- group practices/protocols
- scope of acceptable activities within various cultures/groups in the community
- budgets for management of costs
- basic money/cash handling and recording of expenses and income
- summarising results of activities
- basic financial statements
- public safety
- Occupational Health and Safety (OHS) approaches and procedures
- relevant local government by-laws
- permits required for some fundraising activities

<b>REQUIRED SKILLS AND KNOWLEDGE</b>
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| <ul style="list-style-type: none"><li>• meeting procedures.</li></ul> |
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## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<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"> <li>• present ideas for fund-raising at meetings</li> <li>• approach and enlist support of volunteers</li> <li>• coordinate committees/teams and the sites and resources required for fund-raising</li> <li>• coordinate activities and implement general risk management.</li> </ul>
<b>Context of and specific resources for assessment</b>	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

<b>RANGE STATEMENT</b>	
The range statement relates to the unit of competency as a whole.	
Fund raising activities may include:	<ul style="list-style-type: none"> <li>• activities with the potential to provide a source of funds for the groups operation, from the group members, contacts of the group members, or from the wider community</li> <li>• activities seeking donations, payment for goods and services provided and funds from social activities such as local events, stalls and large scale community events</li> <li>• activities combined with promotion or sponsorship at community events to promote group, projects and/or program.</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	Community coordination and facilitation
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**Co-requisite units**

<b>Co-requisite units</b>		

**Competency field**

<b>Competency field</b>	
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