



Australian Government

AHCCCF401 Prepare project acquittal

Release: 1

AHCCCF401 Prepare project acquittal

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to review project documentation and prepare an acquittal statement for approval and auditing.

It applies to community program managers who have to prepare project acquittal statements. This includes taking responsibility for own work and providing and communicating solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish acquittal records	1.1 Review program or project plans, guidelines or contracts and financial reporting requirements 1.2 Collect financial information for acquittal report 1.3 Establish records of materials, equipment and labour provided before start of project for acquittal report
2. Identify transactions and reports relating to project	2.1 Identify project-related accounting transactions and reports in group accounts for use in acquittal 2.2 Determine need for separate statements based on different funding sources

Element	Performance criteria
	2.3 Estimate financial values of in-kind donations of materials, loan of equipment and labour
3. Prepare acquittal in required format	3.1 Prepare acquittal from accounting and other information to program and contract requirements 3.2 Report program funds and expenditure on operations separately from group contributions to project 3.3 Report group contributions to project to contract requirements 3.4 Consolidate report for approval and auditing
4. Arrange audit of acquittal and transaction	4.1 Arrange audit of report to program and contract requirements 4.2 Arrange approval of report to group, program and contract requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCCF401A Prepare project acquittal.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCCCF401 Prepare project acquittal

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- collate budgeted resources and inputs to project from planning document
- access accounts and develop a list of transactions related to the project
- prepare the project acquittal for reporting and auditing to program or funding body requirements
- arrange for an audit of the acquittal, the final report and the full list of transactions.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- program objectives and guidelines
- agency procedures for preparing project acquittals
- basic financial reporting formats and procedures
- project acquittal reporting requirements.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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