



Australian Government

AHCCCF409 Participate in assessments of project submissions

Release: 1

AHCCCF409 Participate in assessments of project submissions

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to review and assess project submissions against applicable guidelines.

It applies to those who participate in the submission assessment process at regional and State or Territory levels for publicly funded community programs. This unit includes 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. Research the applicable program guidelines	1.1 Review policy and program information required to participate in the assessment of projects within a region or State/Territory 1.2 Identify own role and responsibilities within applicable program guidelines and legislative requirements 1.3 Build own knowledge of policy and program information and legislative requirements to understand program aims and goals 1.4 Identify changes in policy and program information for impact on assessment processes
2. Review submissions	2.1 Review project submissions in the context of policy and program

Element	Performance criteria
	information before the assessment committee meeting 2.2 Complete personal review and ranking of projects for the assessment committee meeting
3. Participate in committee assessment process	3.1 Identify projects which meet program guidelines 3.2 Identify and review submissions seeking further funding for existing projects under separate criteria 3.3 Give assessments of projects a balanced consideration to ensure equity and fairness in the process 3.4 Review and rank projects in terms of the priorities and other factors defined in the program guidelines 3.5 Use active listening approaches and appropriate questioning techniques to develop an understanding and a team approach 3.6 Select projects for recommendation
4. Maintain integrity of assessment	4.1 Maintain confidentiality requirements of the assessment process 4.2 Follow ethical and legislative standards and procedures in the assessment process

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 AHCCCF409A Participate in assessments of project submissions.

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 AHCCCF409 Participate in assessments of project submissions

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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:

- contribute to committee assessment processes for project submissions
- participate in committee meetings according to meeting rules and processes
- rank competing projects based on suitability to policies and program requirements
- interpret and follow organisational policies and program information and legislative requirements
- apply procedures to maintain confidentiality requirements of assessment processes
- conduct assessments according to ethical and legislative standards and procedures.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- policy and program information, including purpose, values and goals
- scope of programs
- legislative and program guidelines at appropriate local, regional and State levels
- project assessment processes
- program integrity requirements
- funding program principles, guidelines and eligibility requirements.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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