



Australian Government

AHCCCF413 Service committees

Release: 1

AHCCCF413 Service committees

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to provide support services to committees.

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. These individuals take responsibility for their own work and provide and communicate 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. Organise meetings	1.1 Clarify purpose of meeting with the chair, secretary or coordinator 1.2 Prepare and maintain schedule of meetings in line with program, group, regional or agency requirements 1.3 Organise venue and date of meeting according to meeting schedule, group requirements and within any budget constraints 1.4 Advise participants of any changes to original meeting details 1.5 Advise all appropriate individuals of details of meetings and

Element	Performance criteria
	follow up for confirmation of attendance 1.6 Accept and record any apologies 1.7 Set up meeting room in a timely manner to suit arrangements
2. Prepare business papers for meetings	2.1 Prepare notice of meeting and agenda and provide details 2.2 Prepare reports for meeting 2.3 Distribute business papers to appropriate individuals following established guidelines
3. Record and produce minutes of meeting	3.1 Take notes of meeting activities and decisions to ensure an accurate record of meeting 3.2 Produce minutes of the meeting in required format to provide an accurate account of meeting 3.3 Check minutes for accuracy, get approval and distribute
4. Follow up after meetings	4.1 Prepare action lists on work following from meetings 4.2 Deal with requests for information promptly and accurately 4.3 Deal with correspondence in a timely manner

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 AHCCCF413A Service committees.

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 AHCCCF413 Service committees

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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:

- organise formal meetings and advise members of details within agreed timeframes
- prepare business papers and additional information for meetings
- take meeting notes to meet enterprise requirements
- carry out follow up actions within agreed timeframes
- prepare minutes according to committee, organisational and legislative requirements
- distribute meeting minutes within agreed timeframes

Knowledge Evidence

The candidate must demonstrate knowledge of:

- meeting procedures, both formal and informal
- agency guidelines or instructions where applicable
- relevant program and incorporation requirements for group where applicable
- local facilities for meetings
- local arrangements for authorising expenditure
- office and related business procedures

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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