



**Australian Government**

# **AHCCCF415 Coordinate social events to support group purposes**

**Release: 1**

# AHCCCF415 Coordinate social events to support group purposes

## Modification History

| Release | TP Version | Comment         |
|---------|------------|-----------------|
| 1       | AHCv1.0    | Initial release |

## Application

This unit of competency describes the skills and knowledge required to coordinate events that support group purposes.

This unit applies to community program leaders who coordinate events in the context of a workplace or a community group as a method of creating community interest in a Landcare program.

This unit applies to individuals who 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. Plan events                            | <ul style="list-style-type: none"><li>1.1 Identify relevance of events within group's activities to ensure contribution to group goals</li><li>1.2 Canvass group members' preferences for types and frequency of activities</li><li>1.3 Develop concept, timing and resources for event to meet group's needs and support any community involvement</li><li>1.4 Manage risks of events, including group and public safety, and</li></ul> |

| Element                  | Performance criteria                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | group image<br>1.5 Promote event to members and section of the community<br>1.6 Determine availability of personnel and resources for event<br>1.7 Support group to plan event within budget                                                                                                                                                                                                                               |
| 2. Coordinate activities | 2.1 Prepare location of event to cater for activity and people<br>2.2 Check availability of resources to ensure event will occur as planned<br>2.3 Coordinate people assisting in the event to provide an environment consistent with purpose of activity<br>2.4 Manage shortages in personnel and resources to minimise impact<br>2.5 Welcome and liaise with visitors and members to develop positive social environment |
| 3. Close event           | 3.1 Clean and restore event site on completion of activity<br>3.2 Conduct evaluation of events including feedback from members                                                                                                                                                                                                                                                                                             |

## 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 AHCCCF415A Coordinate social events to support group purposes.

## 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 AHCCCF415 Coordinate social events to support group purposes

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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:

- facilitate small groups to plan event
- coordinate group members to organise and run events
- plan and follow-up tasks to be completed for the social event
- assess and manage risks to ensure safety of members and visitors
- close event and restore venue to clean, pre-event condition
- conduct evaluation of event to make recommendations for future events
- organise appropriate events in keeping with the community group's goals and vision

## Knowledge Evidence

The candidate must demonstrate knowledge of:

- resources available in the community
- resources required for different types of events
- group goals and aim of events
- community views and cultures

## Assessment Conditions

Assessors must satisfy current standards for RTOs.

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