



**Australian Government**

# **AHCCCF418 Contribute to association governance**

**Release: 1**

## AHCCCF418 Contribute to association governance

### Modification History

| Release   | Comments                                                                                                                    |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0. |

### Application

This unit of competency describes the skills and knowledge required to monitor association activities and contribute to association governance.

The unit applies to individuals who apply specialist skills and knowledge to contribute to association governance. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

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

### Pre-requisite Unit

Nil

### Unit Sector

Community Coordination and Facilitation (CCF)

### Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                                                                                                                                                              |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                            |
| 1. Monitor association activities                | 1.1 Monitor activities undertaken by group to ensure association objectives and constitution are being adhered to and resolutions of meetings are being followed<br>1.2 Note variations from expected standards and take immediate routine action |
| 2. Identify opportunities, threats and risks     | 2.1 Identify opportunities for the group to contribute to group objectives                                                                                                                                                                        |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                         |
|                                                  | 2.2 Conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis<br>2.3 Identify threats and risks to group activities and ongoing operation<br>2.4 Submit the SWOT analysis and make recommendations to the committee                                                                                                           |
| 3. Participate in board or committee meeting     | 3.1 Review agendas and meeting papers before meetings<br>3.2 Submit agenda items and reports as required<br>3.3 Attend meetings and discuss issues on the agenda<br>3.4 Establish and maintain communications with other members to ensure competent management of group affairs<br>3.5 Take actions and report on commitments made at meeting |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill              | Description                                                                                                                                                                                           |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | <ul style="list-style-type: none"> <li>Identify and interpret information regarding association objectives and governance</li> </ul>                                                                  |
| Writing            | <ul style="list-style-type: none"> <li>Use clear language and accurate industry terminology and logical structure to prepare and submit SWOT analysis and meeting agenda items and reports</li> </ul> |
| Oral communication | <ul style="list-style-type: none"> <li>Initiate discussions with board or committee meeting members, using clear language and standard industry terminology to discuss issues on agenda</li> </ul>    |

## Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--------------------------------|---------------------------------|----------|--------------------|
|                                |                                 |          |                    |

|                                                         |                                                         |                                                                                                                                                                                                                               |                |
|---------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| AHCCCF418<br>Contribute to<br>association<br>governance | AHCCCF404<br>Contribute to<br>association<br>governance | Changes to unit<br>application<br><br>Major and minor changes<br>to performance criteria<br><br>Foundation skills added<br><br>Major and minor edits to<br>performance and<br>knowledge evidence and<br>assessment conditions | Not equivalent |
|---------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

# Assessment Requirements for AHCCCF418 Contribute to association governance

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## Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has contributed to association governance on at least one occasion and has:

- reviewed or monitored association constitution, meeting procedures, finances, staff management, legislative compliance, ethical conduct and community consultation
- conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for association operations
- participated actively in a board or committee meeting.

## Knowledge Evidence

- An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:
- requirements of relevant legislation relating to association activities and governance, including corporate governance legislation and codes of practice
- interpretation of basic financial statements
- association aims, goals, plans and activities
- objectives, rules and constitution of association
- basic management practices
- SWOT analysis techniques
- meeting procedures for committee and member meetings.

## Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions

- resources, equipment and materials:
  - association objectives and rules, committee meeting agenda and papers
  - computer hardware and software
- relationships:
  - board or committee members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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