



Australian Government

AHCCCF419 Present proposed courses of action at a meeting

Release: 1

AHCCCF419 Present proposed courses of action at a meeting

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 develop and document proposed courses of action, and present recommendations at a meeting.

The unit applies to individuals who apply specialist skills and knowledge to present proposed courses of action at a meeting. 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. Develop course of action and documentation	1.1 Identify and compare a range of courses of action 1.2 Determine best course of action related to goal, action strategy, project or issue to solve a problem or to advance the group 1.3 Determine legislative and ethical requirements for inclusion in decision or discussion 1.4 Identify and document reasons for proposed course of action, including costs and benefits

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. Present recommendations	2.1 Present proposed course of action to committee 2.2 Discuss recommendations and rationale with committee 2.3 Seek input and approval from committee

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
Writing	Use clear language, accurate industry terminology and logical structure to document proposed course of action
Oral communication	Initiate discussions with committee, using clear language and standard industry terminology to discuss recommendations and rationale and seek approval
Numeracy	- Calculate costs of proposed course of action - Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points and ratios

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCCF419 Present proposed courses of action at a meeting	AHCCCF416 Present proposed courses of action to meeting	Changes to unit title and application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and 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 AHCCCF419 Present proposed courses of action at a meeting

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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 presented proposed courses of action at a meeting on at least one occasion that includes the documented:

- analysis, rationale and recommendations for the proposed course of actions
- costs and benefits.

In doing the above, there must also be evidence that the individual has sought committee input and approval for proposed course of action.

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:

- sources of knowledge and advice appropriate to submission
- legislation and regulations relevant to proposed course of action
- cost benefit analysis relevant to presenting proposed courses of action
- structure for documenting and presenting reasoned submissions.

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:
 - project goals, guidelines or contracts
 - project budget
 - computer hardware and software

- relationships:
 - committee members.

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

Links

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