



Australian Government

AHCCCF422 Coordinate events to support group purpose

Release: 1

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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 coordinate events that support group purpose.

The unit applies to individuals who apply specialist skills and knowledge to coordinate events to support group purpose. 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. Plan events	1.1 Identify events that support group goals and funding or sponsorship requirements 1.2 Canvass group member preferences for types and frequency of activities 1.3 Develop concept, timing and resources for event to meet group needs and support community involvement 1.4 Identify and manage event risks, including group and public

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	safety, and group image 1.5 Promote event to members and the community 1.6 Determine availability of personnel and resources for event 1.7 Support group to plan event within budget
2. Coordinate activities	2.1 Prepare location of event to cater for activity and people 2.2 Implement safe working practices to minimise identified risks 2.3 Check availability of resources to ensure event will occur as planned 2.4 Coordinate people assisting in the event to provide an environment consistent with purpose of activity 2.5 Manage shortages in personnel and resources to minimise impact 2.6 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 3.2 Conduct evaluation of event, including member feedback 3.3 Document event evaluation

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 promote event and document event evaluation
Oral communication	Initiate discussions with program group, using clear language and standard industry terminology to canvass their preferences and evaluate event

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCCF422 Coordinate events to support group purpose	AHCCCF415 Coordinate social events to support group purposes	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 AHCCCF422 Coordinate events to support group purpose

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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 coordinated events to support group purposes on at least two occasions and has:

- organised events according to community group goals and vision
- facilitated groups to plan event
- planned and followed-up tasks to be completed for the event
- assessed and managed risks to ensure safety of members and visitors
- coordinated group members to organise and run events
- closed event and restored venue to pre-event condition
- conducted and documented evaluation of event to make recommendations for future events.

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:

- resources required for different types of events
- group goals and aim of events
- community views and cultures
- group facilitation, coordination and people management skills
- resources available in the community
- event safe working practices and risk management
- event promotion and evaluation documentation.

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:
 - group goals, purpose and vision
 - event budget
- relationships:
 - group 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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