



Australian Government

Assessment Requirements for AHCCCF506 Manage the incorporation of a group

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

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:

- document changes required to group structure, membership and operating processes according to incorporation procedures
- seek and interpret government and legal advice for the incorporation of group
- give instructions for preparation of documents to legal and enterprise standards
- use negotiation and facilitation skills to resolve conflict
- prepare and present reports to legal requirements
- identify assessment requirements
- seek incorporation approvals
- execute incorporation requirements

Knowledge Evidence

The candidate must explain:

- required legal processes and related legislation for incorporating a group
- reporting procedures for incorporated groups and for groups in programs
- group organisational structures and processes
- required financial processes
- incorporation principles and local legislation
- incorporation and reporting requirements of program
- establishment of groups and operating procedures

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>