



Australian Government

AHCCCF506 Manage the incorporation of a group

Release: 1

AHCCCF506 Manage the incorporation of a group

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage the incorporation of a group, including identifying association requirements, seeking incorporation approvals, and executing incorporation requirements.

This unit applies to individuals who take personal responsibility and exercise autonomy and management in undertaking complex work and analyse, design and communicate solutions to sometimes complex 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. Identify association requirements	1.1 Obtain legislative requirements for incorporation from relevant authorities 1.2 Assess readiness of group to proceed with incorporation against program and legislative requirements 1.3 Seek appropriate government agency and legal advice during incorporation procedures 1.4 Document changes required in group structure, membership and operating processes for presentation to the group

Element	Performance criteria
2. Seek incorporation approvals	2.1 Obtain consents from members and committee at the various stages of incorporation in accordance with legislative requirements 2.2 Elect or appoint committee, public officer, treasurer, auditor and other officers in accordance with proposed association rules 2.3 Obtain consent from membership to apply for incorporation and to advertise group's intention, in accordance with legislative requirements
3. Execute incorporation requirement	3.1 Define group's objectives and operating rules in accordance with the legislation and program guidelines 3.2 Select and reserve group name in accordance with legislative requirements 3.3 Provide appropriate notice of incorporation in accordance with legislative requirements 3.4 Submit appropriate forms and pay required fees to implement incorporation according to legislative requirements 3.5 Implement changes in association documents and processes in accordance with legislative requirements

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 AHCCCF506A Manage the incorporation of a group.

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 AHCCCF506 Manage the incorporation of a group

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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:

- 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.

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