



Australian Government

AHCPER315 Coordinate community projects

Release: 1

AHCPER315 Coordinate community projects

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to coordinate small-scale community projects and small groups of people working on a permaculture-related project.

All work is carried out to comply with workplace procedures.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

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

Permaculture (PER)

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. Prepare for community project	1.1 Clarify requirements of the community project after community consultation and design 1.2 Identify personnel, equipment and material resource requirements appropriate to the scope of the project 1.3 Identify on-site, off-site, purchased, traded or scavenged resources 1.4 Identify and document the order of activities and allocate time to carry them out

Element	Performance criteria
	1.5 Identify the environmental implications of proposed community projects and assess likely outcomes 1.6 Identify work health and safety hazards, assess risks, implement controls and take appropriate actions 1.7 Select, use and maintain personal protective equipment appropriately (PPE)
2. Organise resources	2.1 Acquire materials, equipment and resources 2.2 Apply for external agency permits in the correct order where required 2.3 Notify affected parties of works to be undertaken where required 2.4 Organise delivery of materials, equipment and resources to site 2.5 Organise personnel to be on site when they are required
3. Coordinate and report on activities	3.1 Coordinate all resources to suit the scope of the project and the project plan 3.2 Direct personnel in activities for each period of work 3.3 Monitor personnel, activities, timelines and resource usage and document 3.4 Recognise contingency situations and take corrective action as appropriate 3.5 Select and train teams to take over the running of the project to ensure the long-term survival of the project, if required 3.6 Write a project report to inform the community and other stakeholders

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - equivalent to QLD843COM15B.

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 AHCPER315 Coordinate community projects

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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:

- read and interpret documentation associated with community projects
- organise field staff and volunteers
- represent and support community organisations
- calculate material and resource requirements
- coordinate project activities
- document and report results

Knowledge Evidence

The candidate must demonstrate knowledge of:

- community projects, such as:
 - small or short-term projects
 - projects that form part of larger projects
 - arranging social events
 - carrying out fundraising and sponsorship
 - representing a community group or project
- environmental awareness associated with undertaking project works to ensure minimal impact on the environment
- work schedule programming
- hiring and subcontracting of labour
- attracting volunteers
- possible causes of disruption to work activities and contingency situations, such as:
 - delay in delivery and/or breakdowns with equipment and machinery
 - poor weather conditions

- poor quality materials
- unforeseen problems
- provision for providing other work on the site or away from the site while problems are fixed
- delaying a project if possible and necessary
- responsibilities and requirements for obtaining external agency permits as necessary
- the range, use and availability of materials, equipment and resources required for a project
- work health and safety issues, legislative requirements and Codes of Practice
- community consultation
- project coordination principles
- meeting and committee protocols
- project reporting
 - the project name
 - author name and date
 - project description
 - progress of activities
 - promotions and publicity
 - OHS issues
 - expenditure
 - future project-related activities that require planning

Assessment Conditions

Assessors must satisfy current standards for RTOs. Assessors must also hold a nationally accredited Certificate III (or higher) in Permaculture. Completion of a Permaculture Design Course (PDC) is not sufficient at this level.

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