



Australian Government

Assessment Requirements for AHCPER330 Coordinate community projects

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.

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 at least one community project, including:

- consulted with community and stakeholders throughout community project
- clarified outcomes of community project
- identified, sourced, prepared and scheduled resources, including:
 - equipment, materials and consumables
 - human resources
 - budget
- identified and assessed environmental impact and health and safety risk of community project
- applied and received confirmation for permits and authorisation to conduct community project
- acquired and allocated resources for community project
- scheduled, informed and trained human resources for project
- implemented health, safety and environmental controls throughout the community project
- monitored, rectified and recorded performance of project against planned outcomes
- compiled records of project and prepared and communicated a report to community and stakeholders for review
- recommended strategies for continuation of community project.

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:

- community projects, including:
 - 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 impact of community projects and mitigation strategies to protect the environment
- work schedule programming
- human resources, access and responsibilities, including:
 - hiring and subcontracting of labour
 - attracting volunteers
- possible causes of disruption to work activities and contingency situations
- providing work contingencies when delays occur
- responsibilities and requirements for obtaining external agency permits as necessary
- range, use and availability of materials, equipment and resources required for community projects
- work health and safety hazards and risks, including procedures and processes
- legislative and regulatory requirements, including permits, approvals processes and codes of practice
- community and stakeholder consultation
- project coordination principles
- meeting and committee protocols
- project reporting, including:
 - project title
 - author name and date
 - project description
 - progress of activities
 - promotions and publicity
 - work health and safety issues
 - environmental risks and mitigation
 - expenditure
 - future project-related activities that require planning.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated for a community project or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - tools and equipment to support project outcomes

- safety and personal protective equipment
- specifications:
 - workplace policies, procedures, processes for conducting community projects
 - community project plan and objectives
 - specific legislation/regulations and codes of practice
 - application forms for permits and authorisations
- relationships:
 - community
 - project support team
- timeframes:
 - according to timeframes specified in community project plan/schedules.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>