



Australian Government

AHCPER330 Coordinate community projects

Release: 1

AHCPER330 Coordinate community projects

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 small-scale community projects and small groups of people working on a permaculture-related project.

The unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources, and complete routine activities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Permaculture (PER)

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. Prepare for community project	1.1 Consult with community to clarify community project outcomes 1.2 Identify and source resources required for community project 1.3 Identify and schedule activities 1.4 Identify and assess environmental impact of community project 1.5 Identify work health and safety hazards, and assess risks 1.6 Identify and apportion budget according to community project

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	plan
2. Organise resources	2.1 Acquire resources within community project budget 2.2 Apply and confirm permits and authorisations prior to commencement of community project according to regulatory requirements 2.3 Notify stakeholders of scheduled activity 2.4 Arrange delivery of resources to community project location 2.5 Schedule availability of human resources for activities
3. Coordinate community project	3.1 Coordinate resource allocation according to community project plan 3.2 Coordinate and train human resources for work activity according to schedule 3.3 Implement environmental impact mitigation procedures 3.4 Implement health and safety controls according to health and safety assessment 3.5 Monitor and record performance outcomes against community project plan 3.6 Identify substandard performance and implement corrective action according to contingencies in community project plan
4. Finalise community project	4.1 Compile records of resources, schedules, budget and project performance 4.2 Prepare report on community project outcomes 4.3 Communicate project report to community and stakeholders 4.4 Recommend strategy for continuation for future of community project according to community and stakeholder demand

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
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Skill	Description
Oral communication	Participate in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals, to convey and clarify information to stakeholders and work team

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPER330 Coordinate community projects	AHCPER315 Coordinate community projects	Changes to Application for clarity Major changes to Elements and Performance Criteria for clarity and to better reflect outcomes Changes to Performance Evidence, Knowledge Evidence and Assessment Conditions for clarity Addition of Foundation Skills	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 AHCPER330 Coordinate community projects

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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 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.

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