



Australian Government

AHCWRK602 Lead and manage community or industry organisations

Release: 1

AHCWRK602 Lead and manage community or industry organisations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to lead and manage community or industry organisations.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and exercise judgement to complete a range of advanced skilled activities.

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

Work (WRK)

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. Guide the organisation in the achievement of its aims	1.1 Examine and confirm the strategic direction of the organisation 1.2 Undertake a leadership role in the strategic planning, goal setting and action planning of the organisation 1.3 Promote a clear understanding of organisational purpose is with stakeholders 1.4 Define and document clear roles and responsibilities for those in the organisation

Element	Performance criteria
2. Design and implement communication	2.1 Communicate the organisation's policies and directions through documents and presentations 2.2 Define reporting mechanisms clearly and produce reports in line with organisational policy and guidelines 2.3 Define protocols for communication
3. Establish and maintain effective relationships	3.1 Establish a code of behaviour covering disagreements and negotiation in consultation with others in organisation 3.2 Employ different strategies to deal with a variety of personality types 3.3 Manage conflict to seek mutually beneficial solutions 3.4 Achieve consensus in decision-making within the organisation where appropriate 3.5 Maintain and promote stakeholder relationships 3.6 Apply and promote effective meeting procedures within the organisation
4. Establish and manage professional and business networks	4.1 Influence decision-making in other relevant forums to align with organisation's best interests 4.2 Gather and acknowledge views for consideration and representation 4.3 Achieve win-win outcomes through lobbying and negotiations 4.4 Maintain contemporary knowledge of issues and political factors
5. Build effective teams in the organisation	5.1 Demonstrate and maintain ethical behaviour and appropriate inter-personal skills in all dealings 5.2 Adapt leadership style to suit a range of differing contexts 5.3 Canvas opinion leaders and gain institutional support for the organisation 5.4 Recruit new members for the organisation 5.5 Provide relevant information to new and potential members

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 AHCWRK602A Lead and manage community or industry organisations

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 AHCWRK602 Lead and manage community or industry organisations

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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:

- guide the organisation in the achievement of its aims
- design and implement communication
- establish and maintain effective relationships
- establish and manage professional and business networks
- promote team building
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- leadership styles, roles and responsibilities
- strategic planning
- development and implementation of organisational policy and procedures
- ethics and codes of behaviour
- conflict management
- meeting procedures and protocols
- negotiation and consensus in decision-making.

Assessment Conditions

Assessors must satisfy current standards for RTOs

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