



Australian Government

AHCWRK604 Lead and manage an organisation

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.

Application

This unit of competency describes the skills and knowledge required to lead and manage an organisation.

The unit applies to individuals who apply advanced skills and knowledge to lead and manage an organisation, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced skilled activities. They work in contexts that are subject to change, and adapt a range of fundamental principles accordingly.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

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. Guide the organisation in the achievement of its aims	1.1 Examine and confirm the strategic direction and purpose of the organisation 1.2 Provide leadership in the strategic planning, goal setting and action planning of the organisation 1.3 Define and document clear roles and responsibilities for those in the organisation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Implement communication strategies	2.1 Communicate organisational policies and directions through documents and presentations 2.2 Define reporting mechanisms clearly, and produce reports according to organisational policy and guidelines 2.3 Define communication protocols and reporting lines
3. Establish and maintain effective relationships	3.1 Establish a code of conduct in consultation with others in organisation 3.2 Employ strategies to deal with a variety of personality types 3.3 Determine and establish appropriate decision-making strategies for the organisation 3.4 Maintain and promote stakeholder relationships 3.5 Apply and promote effective meeting procedures within the organisation
4. Establish and manage professional and business networks	4.1 Represent organisation at industry relevant forums that align with the organisation strategic plan 4.2 Apply the code of conduct when representing the organisation to professional and business networks 4.3 Gather and acknowledge views for consideration and representation 4.4 Achieve desired outcomes through engagement and negotiation 4.5 Maintain contemporary knowledge of issues
5. Demonstrate and maintain effective leadership, and recruit new personnel or members	5.1 Demonstrate and maintain ethical behaviour and interpersonal skills 5.2 Adapt leadership style to suit a range of differing contexts 5.3 Recruit new personnel or members to the organisation, and provide information about the organisation

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
Reading	Identify and interpret information regarding organisation strategic direction and purpose
Writing	Use clear language, accurate industry terminology and logical structure to document individual roles and responsibilities in the workplace and communicate organisational policies and directions
Oral communication	Initiate discussions with internal and external stakeholders to communicate organisational policies and directions, and establish and maintain effective relationships

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK604 Lead and manage an organisation	AHCWRK602 Lead and manage community or industry organisations	Minor changes to unit title and application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	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 AHCWRK604 Lead and manage an organisation

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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 led and managed an organisation on at least occasion and has:

- guided the organisation in the achievement of its aims
- implemented communication strategies
- established and maintained effective relationships
- established and managed professional and business networks
- applied the code of conduct when representing the organisation
- maintained contemporary knowledge of issues
- recruited new personnel or members to the organisation.
-

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:

- strategic planning, goal setting and action planning
- leadership styles, roles and responsibilities
- development and implementation of organisational policy and procedures
- conflict management
- meeting procedures and protocols
- ethics, behaviour and codes of conduct
- negotiation and consensus in decision making
- new personnel and member recruitment techniques.
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Assessment Conditions

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

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - organisational strategic plan
 - computer hardware and software
- relationships:
 - stakeholders, and new personnel or members.

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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