



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF401A Prepare project acquittal

Release: 1

AHCCCF401A Prepare project acquittal

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the preparation of a project acquittal statement and defines the standard required to: collate budgeted resources and inputs to project from planning document; access accounts and develop a list of transactions related to the project; prepare the project acquittal for reporting and auditing; arrange for an audit of the acquittal, the final report and the full list of transactions.
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Application of the Unit

Application of the unit	This unit applies to community program managers who have to prepare project acquittal statements.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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1. Establish acquittal records	1.1. Records of materials, equipment and labour that are provided by group for project are established prior to project commencement to obtain information for acquittal report.
2. Identify transactions and reports relating to project	2.1. Accounting transactions and reports incorporated in group accounts and relating to project are identified for use in acquittal. 2.2. Funds provided by program and the group are identified to develop separate statements of program and group contributions. 2.3. In kind donations of materials, loan of equipment and donation of labour are identified and financial values are estimated for use in acquittal statements.
3. Prepare acquittal in required format	3.1. Acquittal is prepared from accounting and other information to program and contract requirements. 3.2. Program funds and expenditure are reported to show use on project and group operations, separately from group contributions to project. 3.3. Group contributions to project are reported to program and contract requirements. 3.4. Report is consolidated for approval and auditing.
4. Arrange audit of acquittal and transaction	4.1. Audit of report is arranged to program and contract requirements. 4.2. Approval of report is arranged to group, program and contract requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views

REQUIRED SKILLS AND KNOWLEDGE

- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- program objectives and guidelines
- group procedures and recording, including group management and committee procedures
- project background, processes and outcomes
- agency procedures
- basic financial reporting format and procedures
- knowledge of capability of word processing and spreadsheet packages.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • collate budgeted resources and inputs to project from planning document • access accounts and develop a list of transactions related to the project • prepare the project acquittal for reporting and auditing • arrange for an audit of the acquittal, the final report and the full list of transactions.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Acquittal may include:	• Commonwealth Government community programs under the Natural Heritage Trust • Rural Industry Programs • Business Programs and State Government community programs related to the environment.

Unit Sector(s)

Unit sector	Community coordination and facilitation
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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