



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF415A Coordinate social events to support group purposes

Release: 1

AHCCCF415A Coordinate social events to support group purposes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers coordinating social events to support group purposes and defines the standard required to: facilitate small ad-hoc groups to complete activities; coordinate group officers to perform appropriate roles in events; plan and follow-up tasks to be completed for the social event.
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Application of the Unit

Application of the unit	This unit applies to community program leaders who coordinate social events in the context of a workplace or a community group as a method of creating community interest in a Landcare program.
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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

ELEMENT	PERFORMANCE CRITERIA
1. Plan social events	1.1.Place of social events within group's activities is identified to ensure contribution to group goals. 1.2.Group members' preferences for activities and frequency are obtained to obtain their support. 1.3.Concept, timing and resources required for social event are developed in cooperation with others to suit members' wishes and any community involvement. 1.4.Community views and safety issues are reviewed to ensure risk to group image and public safety is managed. 1.5.Social event is promoted to members and relevant section of the community. 1.6.Personnel and required resources are coordinated for availability at social event.
2. Coordinate activities	2.1.Location of social activity is prepared to cater for activity and people. 2.2.Coordination between people assisting in the social event is facilitated to provide a pleasant environment consistent with purpose of activity. 2.3.Availability of resources is checked to ensure event will occur as planned. 2.4.Shortages in personnel and resources are managed to minimise impact on social event. 2.5.Visitors to events and members are welcomed and introduced to others to develop positive social environment. 2.6.Personnel are coordinated to restore location of social activity to its original condition. 2.7.Members' opinions of event are obtained to determine whether even should be repeated or altered.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- facilitate small ad-hoc group to complete activities
- coordinate group officers to perform appropriate roles in events
- timely plan and follow-up tasks to be completed for event
- manage any conflict
- 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
- 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

- basic catering requirements
- resources available in the community
- basic costing for events
- basic money handling and group financial procedures
- resources required for different types of events
- negotiation of arrangements with caterers, hotels and clubs
- hiring and borrowing equipment
- group goals and aim of events
- community views and cultures.

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:

- facilitate small ad-hoc groups to complete activities
- coordinate group officers to perform appropriate roles in events
- plan and follow-up tasks to be completed for the social event.

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.

Purposes for social events may include:

- the promotion of a Landcare group or similar
- the promotion of projects and programs to a community
- to attract new members
- to celebrate an event
- to develop group cohesiveness
- to provide an occasion for dignitaries to meet members and community.

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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