



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF506A Manage the incorporation of a group

Release: 1

AHCCCF506A Manage the incorporation of a group

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers managing the incorporation of a group and defines the standard required to: identify association requirements; seek incorporation approvals; execute incorporation requirements.
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Application of the Unit

Application of the unit	This unit applies to those whose job role includes coordinating activities related to the conversion of an unincorporated group into an incorporated entity.
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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. Identify association requirements	1.1. Legislative requirements for incorporation are obtained from relevant authorities. 1.2. Readiness of group to proceed with incorporation is assessed against program and legislative requirements. 1.3. Appropriate government agency and legal advice is sought during incorporation procedures. 1.4. Changes required in group structure, membership and operating processes are documented for presentation to the group.
2. Seek incorporation approvals	2.1. Consents of members and committee are obtained at the various stages of incorporation in accordance with legislative requirements. 2.2. Committee, public officer, treasurer, auditor and other officers are elected or appointed in accordance with proposed association rules. 2.3. Consent to apply for incorporation and to advertise group's intention is obtained from membership in accordance with legislative requirements.
3. Execute incorporation requirement	3.1. Group's objectives and operating rules are defined in accordance with the legislation and program guidelines. 3.2. Group name is selected and reserved in accordance with legislative requirements. 3.3. Appropriate notice of incorporation is given in accordance with legislative requirements. 3.4. Appropriate forms and fees are paid to implement incorporation according to legislative requirements. 3.5. Changes in association documents and processes are implemented in accordance with legislative requirements.

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

- present proposals to group
- establish groups and operating procedures
- seek and interpret advice
- give instructions for preparation of documents
- resolve conflict
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- 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 complex workplace measures
- 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 legal processes and related legislation
- reporting procedures for incorporated groups and for groups in programs
- basic organisational structures and processes
- basic financial processes
- incorporation principles and local legislation
- incorporation and reporting requirements of program
- establishment of groups and operating procedures
- basic management and probity principles.

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: • identify association requirements • seek incorporation approvals • execute incorporation requirements.
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.	
Groups may include:	• community Landcare • Bushcare • Rivercare • similar groups involved in natural area restoration and rehabilitation projects.

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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