



Australian Government

LGACOR009 Manage grants

Release: 1

LGACOR009 Manage grants

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to manage grants in local government.

This unit applies to individuals working in local government and undertaking tasks related to grant management.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Competency Field

Not applicable.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Prepare for grant management.
2. Analyse grant management risks.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Interpret and review council plans and procedures to identify grant management requirements.
- 1.2. Research, interpret and analyse existing and proposed grants to identify constraints, risks and opportunities.
- 1.3. Consult with council, council staff and council grant stakeholders to develop and review grant plans and procedures compliant with legislative and organisational requirements.
- 2.1. Assess and quantify grant management risks according to organisational policies and procedures.
- 2.2. Evaluate and report on grant management risk levels according to organisational policies and procedures.

3. Oversee grants.
- 3.1. Communicate grant plans, procedures and responsibilities to designated personnel.
 - 3.2. Monitor grant implementation against grant plans and procedures to identify inefficiencies, non-compliances and discrepancies.
 - 3.3. Investigate and address grant non-compliances, inefficiencies and discrepancies.
 - 3.4. Monitor grants to identify, recommend and act on improvements.
 - 3.5. Prepare and present grant reports to council.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.

SKILLS	DESCRIPTION
Reading skills to:	interpret legislation and organisational plans and procedures applicable to managing grants.
Oral communication skills to:	communicate and clarify information about grant management to council staff.
Numeracy skills to:	interpret, use, discuss and record financial information relevant to grant management. Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide are available in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0388d502-0fc3-49d9-a06e-c95893d7>

Assessment Requirements for LGACOR009 Manage grants

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- manage one local government grant.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures applicable to managing grants
- legislation applicable to managing grants
- financial reporting related to grant management
- grant management assessment and monitoring processes
- processes for and factors impacting on:
 - types of grant management risks.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated work environment that reflects workplace conditions in a local government environment.

Assessment must ensure access to:

- organisational plans and procedures applicable to managing grants
- legislation applicable to managing grants.

Assessment must ensure use of:

- grant management records
- council staff responsible for grant implementation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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