



Australian Government

Assessment Requirements for AHCCCF418 Contribute to association governance

Release: 1

Assessment Requirements for AHCCCF418 Contribute to association governance

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

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 contributed to association governance on at least one occasion and has:

- reviewed or monitored association constitution, meeting procedures, finances, staff management, legislative compliance, ethical conduct and community consultation
- conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for association operations
- participated actively in a board or committee meeting.

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:
- requirements of relevant legislation relating to association activities and governance, including corporate governance legislation and codes of practice
- interpretation of basic financial statements
- association aims, goals, plans and activities
- objectives, rules and constitution of association
- basic management practices
- SWOT analysis techniques
- meeting procedures for committee and member meetings.

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:
 - association objectives and rules, committee meeting agenda and papers
 - computer hardware and software
- relationships:
 - board or committee members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>