



Australian Government

AHCCCF418 Contribute to association governance

Release: 1

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.

Application

This unit of competency describes the skills and knowledge required to monitor association activities and contribute to association governance.

The unit applies to individuals who apply specialist skills and knowledge to contribute to association governance. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Monitor association activities	1.1 Monitor activities undertaken by group to ensure association objectives and constitution are being adhered to and resolutions of meetings are being followed 1.2 Note variations from expected standards and take immediate routine action
2. Identify opportunities, threats and risks	2.1 Identify opportunities for the group to contribute to group objectives

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.2 Conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis 2.3 Identify threats and risks to group activities and ongoing operation 2.4 Submit the SWOT analysis and make recommendations to the committee
3. Participate in board or committee meeting	3.1 Review agendas and meeting papers before meetings 3.2 Submit agenda items and reports as required 3.3 Attend meetings and discuss issues on the agenda 3.4 Establish and maintain communications with other members to ensure competent management of group affairs 3.5 Take actions and report on commitments made at meeting

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Identify and interpret information regarding association objectives and governance
Writing	<ul style="list-style-type: none"> Use clear language and accurate industry terminology and logical structure to prepare and submit SWOT analysis and meeting agenda items and reports
Oral communication	<ul style="list-style-type: none"> Initiate discussions with board or committee meeting members, using clear language and standard industry terminology to discuss issues on agenda

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

AHCCCF418 Contribute to association governance	AHCCCF404 Contribute to association governance	Changes to unit application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent
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Links

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