



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF416A Present proposed courses of action to meeting

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers presenting proposed courses of action to meeting and defines the standard required to: seek information from sources of knowledge and advice; develop solutions on own or in small groups; design a course of action and documentation; present recommendations to a meeting.
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Application of the Unit

Application of the unit	This unit applies to community program facilitators.
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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. Develop course of action and documentation	1.1. Course of action related to goal, action strategy, project or issue is identified to solve a problem or to advance the group. 1.2. Alternative courses of action are identified and compared to proposed course of action to find best alternative. 1.3. Known legislative and ethical requirements and diverse viewpoints are identified for inclusion in course of action. 1.4. Reason(s) for proposed course of action are identified including costs and benefits, for inclusion in presentation.
2. Present recommendation(s)	2.1. Recommendations are presented to committee with reasons for approval. 2.2. Reasons for selection of preferred course of action over alternatives are presented to committee as required for its consideration.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- seek information from sources of knowledge and advice
- develop solutions on own or in small groups
- develop course of action and documentation
- prepare presentation on course of action with supporting reasoning and information
- present recommendations to a meeting
- 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

REQUIRED SKILLS AND KNOWLEDGE

abilities.

Required knowledge

- sources of knowledge and advice appropriate to submission, e.g., library, coordinator/leader
- structure for presenting reasoned submissions
- basic brainstorming techniques
- basic costing
- basic cost/benefit analysis
- cultural viewpoints in the community.

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	<p>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:</p> <ul style="list-style-type: none"> • seek information from sources of knowledge and advice • develop solutions on own or in small groups • design a course of action and documentation • present recommendations to a meeting.
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.	
Actions may include:	<ul style="list-style-type: none"> • formal or semi-formal presentations to a meeting to obtain consent for a course of action or as part of a program submission.

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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