Modification history

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

| AHCCCF4X15 | Coordinate events to support group purpose |
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| Application | This unit of competency describes the skills and knowledge required to coordinate events that support group purpose.  The unit applies to individuals who apply specialist skills and knowledge to coordinate events to support group purpose. 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. |
| Prerequisite Unit | Nil |
| Unit Sector | Community Coordination and Facilitation (CCF) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Plan events | 1.1 Identify relevance of events contribution to group goals and funding or sponsorship requirements  1.2 Canvass group member preferences for types and frequency of activities  1.3 Develop concept, timing and resources for event to meet group needs and support community involvement  1.4 Identify and manage risks of events, including group and public safety, and group image  1.5 Promote event to members and the community  1.6 Determine availability of personnel and resources for event  1.7 Support group to plan event within budget |
| 2. Coordinate activities | 2.1 Prepare location of event to cater for activity and people  2.2 Implement safe working practices to minimise identified risks  2.3 Check availability of resources to ensure event will occur as planned  2.4 Coordinate people assisting in the event to provide an environment consistent with purpose of activity  2.5 Manage shortages in personnel and resources to minimise impact  2.6 Welcome and liaise with visitors and members to develop positive social environment |
| 3. Close event | 3.1 Clean and restore event site on completion of activity  3.2 Conduct evaluation of event including member feedback  3.3 Document event evaluation |

| 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. | |
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| Skill | Description |
| Writing | * Use clear language and accurate industry terminology and logical structure to promote event and document event evaluation |
| Oral communication | * Initiate discussions with program group, using clear language and standard industry terminology to canvass their preferences and evaluate event. |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AHCCCF4X15 Coordinate events to support group purpose | AHCCCF415 Coordinate social events to support group purposes | Changes to unit title and 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> |

| TITLE | Assessment requirements for AHCCCF4X15 Coordinate events to support group purpose |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must evidence that the individual has coordinated social events to support group purposes on at least one occasion and has:   * facilitated groups to plan event * coordinated group members to organise and run events * planned and followed-up tasks to be completed for the social event * assessed and managed risks to ensure safety of members and visitors * closed event and restored venue to pre-event condition * conducted and documented evaluation of event to make recommendations for future events * organised events according to community group goals and vision. | |

| Knowledge Evidence |
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| 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:   * resources available in the community * resources required for different types of events * group goals and aim of events * community views and cultures. |

| Assessment Conditions |
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| 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: * group goals, purpose and vision * event budget * relationships: * group members.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and  training legislation, frameworks and/or standards. |

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