

Farm Gate Training & Consulting P/L

Qualification Guidelines

Client Name	Client Number
Signature	Date

ACH51210 DIPLOMA OF COMMUNITY COORDINATION AND FACILITATION

QUALIFICATION NOTES

The community coordination and facilitation sector is about fostering, promoting and supporting community development particularly in rural communities that are engaged in land management activities.

Job titles may include:

Volunteer
Project manager
Community group manager
Group or project coordinator
Regional coordinator

PACKAGING RULES

Completion of ten (10) units made up of:

- a minimum of four (4) units from elective group A
- a minimum of four (4) units from elective groups A or B
- a maximum of two (2) units may be selected from units aligned to Certificate IV or above in AHC10 or from any other currently endorsed training package or accredited course. Selected units must be relevant to job outcomes in community coordination and facilitation.

ELECTIVE UNITS GROUP A

Community Coordination and Facilitation

Unit Number	Units of Competency	Units of competency held (✓)	Recognition sought (✓)	Gap training and assessment (✓)
AHCCCF501A	Evaluate project submissions			
AHCCCF502A	Facilitate development of group goals and projects			
AHCCCF503A	Promote group formation and development			
AHCCCF504A	Support group and community changes in resource management			
AHCCCF505A	Contribute to regional planning process			
AHCCCF506A	Manage the incorporation of a			

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	group			
AHCCCF601A	Map regional issues and stakeholders			

ELECTIVE UNITS GROUP B

Business

AHCBUS501A	Manage staff			
AHCBUS502A	Market products and services			
AHCBUS503A	Negotiate and monitor contracts			
AHCBUS504A	Prepare estimates, quotes and tenders			
AHCBUS505A	Develop a marketing plan			
AHCBUS506A	Develop and review a business plan			
AHCBUS507A	Monitor and review business performance			
AHCBUS508A	Prepare and monitor budgets and financial reports			
BSBADM504B	Plan or review administrative systems			
BSBRES401A	Analyse and present research information			
TLIR307C	Negotiate a contract			
TLIL1907C	Implement and monitor transport logistics			
TLIR207C	Source goods/services and evaluate contractors			

Community Coordination and Facilitation

AHCCCF401A	Prepare project acquittal			
AHCCCF402A	Report on project			
AHCCCF403A	Obtain and manage sponsorship			
AHCCCF404A	Contribute to association governance			
AHCCCF405A	Develop community networks			
AHCCCF406A	Facilitate ongoing group development			
AHCCCF407A	Obtain resources from community and group			
AHCCCF408A	Promote community programs			
AHCCCF409A	Participate in assessments of project submissions			
AHCCCF410A	Support individuals in resource management change processes			
AHCCCF411A	Develop approaches to include cultural and human diversity			

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AHCCCF412A	Coordinate board/committee elections			
AHCCCF413A	Service committees			
AHCCCF414A	Coordinate fund raising activities			
AHCCCF415A	Coordinate social events to support group purposes			
AHCCCF416A	Present proposed courses of action to a meeting			
CHCCD404A	Develop and implement community programs			
LGACOM502B	Devise and conduct community consultations			

Lands, Parks and Wildlife

AHCLPW501A	Develop a management plan for a designated area			
PUACOM012B	Liaise with the media at a local level			

Occupational Health & Safety

AHCOHS501A	Manage OHS processes			
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Work

AHCWRK501A	Plan, implement and review a quality assurance program			
AHCWRK502A	Collect and manage data			
AHCWRK503A	Prepare reports			
AHCWRK504A	Assess new industry developments			
AHCWRK505A	Manage trial and/or research materials			
AHCWRK507A	Implement professional practice			
AHCWRK508A	Interpret legislation			
AHCWRK509A	Provide specialist advice to clients			
AHCWRK510A	Audit site operations			
AHCWRK511A	Develop workplace policy and procedures for sustainability			
PSPPM502B	Manage complex projects			
PSPPM503B	Close complex projects			

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Office Use Only

This unit selection is compliant with the guidelines for AHC51210 Diploma of Community Coordination and Facilitation

Name: _____

Position: _____

Signature: _____

Date: _____