



**Australian Government**

# **AHCBUS614 Develop a monitoring, evaluation and reporting program**

**Release: 1**

# AHCBUS614 Develop a monitoring, evaluation and reporting program

## Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

## Application

This unit of competency describes the skills and knowledge required to develop a monitoring, evaluation and reporting program for a project or production process.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. At this level workers analyse information and exercise judgement to complete a range of advanced skilled activities especially in relation to developing the program. They also analyse, design and communicate solutions to a range of complex problems.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

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

## Pre-requisite Unit

Nil

## Unit Sector

Business (BUS)

## 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. Define terms of reference and evaluation	1.1 Identify and clarify the preferred outcomes of the monitoring, evaluation and reporting program, who will use the information and

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
context	<p>for what purpose</p> <p>1.2 Identify the key stakeholders who will be consulted</p> <p>1.3 Select evaluation and monitoring methods that are suitable to the size and significance of the program, and the terms of reference</p> <p>1.4 Complete a review of existing evidence and literature relevant to the proposed evaluation</p> <p>1.5 Develop an approach to monitoring and evaluating a project or production that supports broader management targets, Natural Resource Management standards, targets and outputs</p>
2. Identify the key stages and outcomes of the program	<p>2.1 Define key stages, milestones and timeframe</p> <p>2.2 Communicate the details of the program and delivery timeline for endorsement with clients and stakeholders</p> <p>2.3 Identify potential risks that may impact on the proposed program</p> <p>2.4 Refine targets and objectives to minimise risks</p>
3. Define reporting and record keeping requirements for data management	<p>3.1 Identify data collection, management and reporting requirements to meet the objectives of the program</p> <p>3.2 Identify existing data sets that may be accessed for the program</p> <p>3.3 Design data collection protocols so relevant standards and required formats are met</p> <p>3.4 Identify how data will be stored to ensure security and appropriate access, taking required formats into account</p> <p>3.5 Identify the information products required, taking clients and stakeholders' needs into account, and use in decision making</p> <p>3.6 Design reports to suit program audience types</p>
4. Identify the resources needed to implement and evaluate the program	<p>4.1 Design an evaluation strategy for the program</p> <p>4.2 Identify the personnel and skills sets required to implement the evaluation program</p> <p>4.2 Assess the material resources required to undertake the work</p> <p>4.3 Determine the cost of the program and develop a budget</p> <p>4.4 Present an overview of the monitoring, evaluation and reporting program, along with budget for ongoing evaluation, to management</p>

## 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
Oral communication	<ul style="list-style-type: none"> <li>Interpret and communicate reporting requirements across a range of areas, relevant to product or process</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Design numerical reports to that clearly express set requirements</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS614 Develop a monitoring, evaluation and reporting program	AHCBUS606 Develop a monitoring, evaluation and reporting program	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

## Links

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