



**Australian Government**

# **AHCWRK601 Monitor projects in a program**

**Release: 1**

## AHCWRK601 Monitor projects in a program

### Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

### Application

This unit of competency describes the skills and knowledge required to monitor and report on requirements at a program level including interim, annual and final project reporting.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and exercise judgement to complete a range of advanced skilled activities.

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

### Pre-requisite Unit

Nil.

### Unit Sector

Work (WRK)

### Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Review project milestones	1.1 Log project milestones for approved projects within the program for monitoring 1.2 Use negotiated and approved changes to milestones to adjust the monitoring records
2. Check progress against milestones	2.1 Maintain contact with groups and coordinators to monitor project progress against agreed timelines 2.2 Keep records of progress for reporting purposes 2.3 Identify variations from agreed progress for reporting and response purpose

Element	Performance criteria
	2.4 Submit requests for change in project milestones and timelines for approval as required
3. Summarise progress	3.1 Prepare regular progress reports as required by program and agency 3.2 Discuss progress reports with groups, coordinators and others 3.3 Consolidate project reports into program reports as required
4. Assist groups maintain project timeline	4.1 Review group activities and resources where required achievement may not or has not been met 4.2 Develop strategies to place the project back onto required plan with coordinator and community group leaders 4.3 Submit documented proposed changes in project for approval by group initially, and then to program and agency requirements

## Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

## Unit Mapping Information

This unit is equivalent to AHCWRK601A Monitor projects in a program.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>