AHCNRM602 Develop a monitoring, evaluation and reporting program

Release: 2

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop a monitoring, evaluation and reporting program for an organisation to measure progress against targets and reporting responsibilities.

It includes the development of evaluation strategies to inform implementation of a natural resource management Monitoring, Evaluation, Reporting and Improvement framework (MERI Framework), used to manage human, social, natural, physical and financial assets.

This unit applies to individuals who analyse information and exercise judgement to complete a range of highly skilled activities and demonstrate broad knowledge in an area of work with depth in areas of specialisation.

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

Natural Resource Management (NRM)

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. Define terms of reference, scope and evaluation context	1.1 Identify and clarify the outcomes sought, who will use the information and for what purpose 1.2 Identify the key stakeholders who will be consulted 1.3 Select evaluation and monitoring methods which are suitable to

Element	Performance criteria
	the size and significance of the program, and the terms of reference
	1.4 Complete a review of existing evidence and literature relevant to the proposed evaluation
	1.5 Develop an evaluation methodology that supports broader management targets, natural resource management standards, targets and outputs
2. Identify the key stages and outcomes of the program	2.1 Define key stages, milestones and timeframe
	2.2 Communicate with clients and stakeholders the details of the program and delivery timeline for endorsement
	2.3 Identify potential risks, including work health and safety risks, which may impact on the proposed program
	2.4 Refine targets and objectives as required
3. Define reporting and record keeping requirements for data management	3.1 Identify data collection, management and reporting requirements to meet the objectives of the program
	3.2 Identify existing data sets that may be accessed for the program
	3.3 Design data collection protocols and methodology so relevant standards and required formats are met
	3.4 Identify how data will be stored to ensure security and appropriate access taking into account required formats
	3.5 Identify the information products required taking into account client and stakeholder needs, and use in decision making
	3.6 Produce reports to suit program audience types
4. Identify the resources needed to implement the program	4.1 Identify the personnel and skill sets required to implement the monitoring and evaluation program
	4.2 Assess the material resources required to undertake the work
5. Design and manage the monitoring, evaluation and reporting program plan	5.1 Document the program plan to enterprise requirements
	5.2 Outline reporting requirements for the program
	5.3 Incorporate work health and safety, environmental sustainability and biosecurity policies and procedures into the plan

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 AHCBUS606A Develop a monitoring, evaluation and reporting program.

Links

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