



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS606A Develop a monitoring, evaluation and reporting program

Release: 1

AHCBUS606A Develop a monitoring, evaluation and reporting program

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of developing a monitoring, evaluation and reporting program for an organisation and defines the standard required to: define terms of reference and context; identify key stages and outcomes; assess and define data management requirements; identify the resources needed to undertake the program.
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Application of the Unit

Application of the unit	This unit applies to the design and development of Monitoring Evaluation and Reporting (MER) strategy to measure performance and the value of investment decisions.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Define terms of reference & 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 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 (NRM) 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 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 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 clients and stakeholders 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 skills sets required to implement the monitoring and evaluation program. 4.2. Assess the material resources required to undertake the work. 4.3. Determine the cost of the program and develop a budget.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- scoping a project
- data collection and management
- budgeting and identifying program costs
- project management and design
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- program design considerations (cost, equality, technically valid, ethics)
- quantitative and qualitative methods for monitoring and evaluation
- data management.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • define terms of reference and context • identify key stages and outcomes • assess and define data management requirements • identify the resources needed to undertake the program.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Programs may include:	<p>different types of projects under a range of programs including:</p> <ul style="list-style-type: none"> • commonwealth government community programs under the Natural Heritage Trust • rural industry programs • business programs • state government community programs related to the environment.

Unit Sector(s)

Unit sector	Business
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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