AHCCCF501A Evaluate project submissions

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

AHCCCF501A Evaluate project submissions

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers evaluating project submission and defines the standard required to: develop an evaluation approach based on the original application; prepare appropriate forms, interview sheets and questionnaires; organise data collection on project inputs, processes, and outcomes according to the evaluation report; prepare reports including quantitative, qualitative and graphical data and analysis.

Application of the Unit

Application of the unit	This unit applies to those persons who evaluate submissions for funding for community-based programs at regional and State/Territory levels usually working as part of a team decision making process and covers the process of participating in the submission assessment process for government funded community-based programs at regional and State/Territory levels.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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ELEMENT	PERFORMANCE CRITERIA
1. Review previously planned project outcomes	1.1. Proposed project outcomes and evaluation approaches are identified from original approved application and any updates. 1.2. Consultations are conducted with community group leaders, coordinators and facilitators as required to identify any changes to original plan, timelines, outcomes, and to evaluation. 1.3. Timing and evaluation in terms of project progress are determined to identify availability of data and suitable range of evaluation methods.
2. Develop evaluation approach	2.1. Evaluation approach is developed to include resources used and processes applied within the available data collection opportunities. 2.2. Evaluation approach is developed around prior project evaluations, and program and agency requirements. 2.3. Proposed evaluation approach is discussed with stakeholders to obtain comments and consent. 2.4. Proposed evaluation approach is modified to cater for stakeholder views without compromising program and agency requirements and the evaluation results. 2.5. Approval is obtained for evaluation approach and timing according to program and agency requirements.
3. Organise data collection	3.1. Data is collected on project inputs, processes and outcomes according to evaluation approach. 3.2. Appropriate instructions are provided to others for them to collect data on behalf of the evaluator. 3.3. Appropriate forms and questionnaires are designed to implement the evaluation. 3.4. Interviews are conducted and observations made according to the planned evaluation approach. 3.5. Data is recorded in format suitable for analysis and reporting. 3.6. Accuracy of data is checked according to evaluation practice and program and agency requirements.
4. Analyse data	4.1. Data is analysed according to the evaluation plan to obtain required information on inputs, processes and outputs. 4.2. Data is analysed progressively during evaluation to identify any deficiencies.

ELEMENT	PERFORMANCE CRITERIA
	4.3. Any deficiencies in data are rectified where possible by changes in evaluation and data collection methods. 4.4. Appropriate software is used for quantitative analysis. 4.5. Analysis is recorded to program and agency requirements.
5. Report on and implement conclusions	5.1. Report is prepared to program, agency and project requirements. 5.2. Analysis and report conclusions are checked with key stakeholders to identify any deficiencies to be removed or additional information that should be included. 5.3. Report meets required program and agency standards in terms of layout, format, style and process. 5.4. Data collection, analysis and reporting are timely to project agency requirements. 5.5. Report is submitted according to project, program and agency requirements. 5.6. Report on conclusions is implemented to project, program and agency requirements and within the scope of the group resources and authority.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- review previously planned project outcomes   - develop evaluation approach   - organise data collection   - analyse data and report on conclusions   - 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

REQUIRED SKILLS AND KNOWLEDGE

- 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

- evaluation techniques and appropriate reporting methods
- concepts of maintaining valid evaluations
- identifying and documenting limitations
- natural resource management technologies
- data collection methods
- program and agency requirements, including reporting requirements
- agency procedures
- standard form of contract and agreement requirements.

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	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: • develop an evaluation approach based on the original application • prepare appropriate forms, interview sheets and questionnaires • organise data collection on project inputs, processes, and outcomes according to the evaluation report • prepare reports including quantitative, qualitative and graphical data and analysis.
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.	
Project submissions may include:	• submissions for funding for community-based Landcare programs or similar at regional and State/Territory levels.

Unit Sector(s)

Unit sector	Community coordination and facilitation

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Co-requisite units

Co-requisite units		

Competency field

Competency field	

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