PSPGEN051 Conduct evaluations

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV509A Conduct evaluations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to evaluate the full range of processes and outcomes in the public sector including policy, procedures, processes, structures, service delivery, and projects. It includes identifying the purpose of the evaluation, identifying the evaluation process and tools, carrying out the evaluation, analysing results, reporting outcomes and recommending action.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Identify the purpose of the evaluation	1.1 Confirm the purpose, scope and terms of reference of the evaluation with key stakeholders and seek approvals. 1.2 Identify the range of documentary evidence, individuals and organisations that can provide specialist input and seek commitment for their contribution to the evaluation. 1.3 Determine information critical to the evaluation to inform the selection of the evaluation methodology and tools. 1.4 Determine ownership of the evaluation data and right of access to the reported results.
2. Identify evaluation methodology and tools	2.1 Identify and communicate to stakeholders the criteria for the evaluation and the audience for evaluation results. 2.2 Select evaluation methods from a range of alternatives to suit the scope, purpose and outcome requirements of the evaluation. 2.3 Select or develop measuring tools and media to ensure valid and reliable evaluation results. 2.4 Formulate an evaluation strategy in consultation with key stakeholders to ensure acceptance and commitment. 2.5 Determine resource needs in accordance with budgetary constraints and source. 2.6 Establish evaluation infrastructure in accordance with evaluation requirements and resource constraints.
3. Implement evaluation	3.1 Define and clarify implementation tasks with stakeholders. 3.2 Implement evaluation strategy and collect, collate and record data against evaluation criteria. 3.3 Manage expectations and identify barriers to the evaluation and address or refer. 3.4 Monitor progress of the evaluation and negotiate changes as needed to timeframes, methodology or tools. 3.5 Analyse data or refer for specialist analysis, and compare results with evaluation criteria. 3.6 Present preliminary results for stakeholder feedback. 3.7 Conduct the evaluation.
4. Report outcomes	4.1 Prepare evaluation report that compares outcomes to the evaluation criteria established at the outset, and provides supporting evidence. 4.2 Make recommendations for action in accordance with the terms of reference, supported by the evaluation outcomes. 4.3 Report unbiased and objective evaluation outcomes in a form and language to suit the intended audience of the report.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV509A Conduct evaluations.

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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