



Australian Government

Assessment Requirements for AHCARB506 Prepare arborist reports

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must produce a body of work compiling evidentiary data, research material, data, observations and test results into a stylised presentation of custom format using component industry conventions. The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence for and demonstrate:

- determining the client brief and manage client expectations
- determining client need for evidentiary data records
- determining statutory requirements for report
- establishing specific focus points within report topic
- establishing report limits and assumptions
- determining arboricultural content required by evaluation of all relevant requirements and limitations
- determining the textual and visual content of report
- researching information about topic and specific focus points
- assessing primary and secondary sources of research material
- inspecting and recording details and observations of site, trees, location and matters relevant to focus points and topic
- recording relevant visual evidence using photographic equipment
- obtaining and recording information from test results
- collating observations, test results, research material and inspection data into a body of evidentiary data
- backing up and storing data for later retrieval
- determining presentation style of report to meet client and statutory outcomes
- determining requirements for specific document content and layout using accepted arboriculture industry conventions
- obtaining necessary permissions for use of tables, diagrams or other copyright information
- utilising appropriate custom document templates, logo, tables, charts, and art required to produce word-processor documents

- inserting required document elements such as title, page numbers, table of contents, footers and headers and watermark
- incorporating collated data, information and evidentiary data into formatted body of the report
- operating computer and software application to edit document for language use, text content, spelling, grammar and punctuation appropriate for consulting arborists
- assessing a body of evidentiary data
- determining value of supporting and contradictory evidence
- using considered viewpoints to make an informed decision
- formulating a conclusive determination
- informing client whether or not determination can meet the client brief
- developing a set of recommendations based on that determination in accordance with the client brief
- preparing a draft document based on brief, method, observation, conclusion and recommendations system
- evaluating the impact of using active and passive voice
- seeking feedback on prepared report
- responding to feedback and editing report based on feedback provided
- drafting final sections of report document
- developing summary of report
- producing final version of arboricultural report
- delivering final report to client and statutory authority
- formulating a glossary of arboricultural terminology and industry jargon.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- client briefs
- management of client expectations
- client need for evidentiary data records
- statutory reporting requirements
- specific focus points within report topics
- limits and assumptions of reports
- required arboricultural content
- textual and visual content of report
- information research
- assessment of primary and secondary sources of research material
- methods of determining information validity and reliability
- site inspections
- photographic equipment for recording of visual evidence
- collation of observations, test results, research material and inspection data into a body of evidentiary data
- data collection, collation, backup, storage and retrieval

- reporting and presentation styles for statutory and client outcomes
- requirements for specific document content and layout using accepted arboriculture industry conventions
- permissions for use of tables, diagrams or other copyright information
- custom document templates, logo, tables, charts, and art required to produce word-processor documents
- document elements such as title, page numbers, table of contents, footers and headers and watermark
- computer and software application to edit documents
- language use, text content, spelling, grammar and punctuation
- consulting arborist terminology
- assessment of a body of evidentiary data
- evaluation of supporting and contradictory evidence
- consideration of different viewpoints in making informed decisions
- decision-making processes
- formulation of conclusive determinations
- draft document preparation
- system of brief, method, observation, conclusion and recommendations
- evaluation of impact of using active and passive voice
- report editing based on feedback provided
- development of a report summary
- final report formulation, formatting and writing
- production of a glossary of arboricultural terminology and industry jargon.

Assessment Conditions

Assessment must be demonstrated consistently over time in a suitable range of contexts and have a productivity-based outcome. No single assessment event or report is sufficient to achieve competency in this unit.

Assessment may be conducted in a simulated or real work environment, however determination of competency requires the application of work practices under work conditions.

The mandatory equipment and materials used to gather evidence for assessment include:

- equipment:
 - computer
 - digital camera/phone camera
 - internet connection
 - word processing software
 - trees
- materials:
 - arborist report
 - glossary of arboricultural terminology

Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.

Assessment must be conducted only by persons who have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>