



Australian Government

AHCARB511 Prepare arborist reports

Release: 1

AHCARB511 Prepare arborist reports

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to collect and analyse arboricultural information from a site and make determinations and recommendations for inclusion in arborist reports, using word processing software to meet the standard expected of arboricultural professionals.

The unit applies to individuals who work in arboriculture and analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

Legislation, regulations and by-laws relating to the treatment and removal of trees apply in some states and territories.

Pre-requisite Unit

Nil

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine report parameters from client brief	1.1 Review client brief and determine expectations for report outcomes 1.2 Determine evidentiary data records according to client brief 1.3 Determine statutory reporting requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.4 Establish specific scope and assumptions for report 1.5 Evaluate requirements and limitations and determine arboricultural content 1.6 Determine textual and visual content required for report 1.7 Confirm report parameters with client
2. Determine and collate evidentiary data	2.1 Research content and information for report 2.2 Assess primary and secondary sources of research material 2.3 Evaluate the validity and reliability of researched information 2.4 Inspect site and record observations relevant to scope of report 2.5 Record visual evidence using image capture equipment required for report 2.6 Obtain and record information from test results 2.7 Collate and record observations, test results, research material and inspections as evidentiary data 2.8 Store and back up data according to workplace data management procedures
3. Prepare a report format using a word processing program	3.1 Determine report structure and style to meet stakeholder and statutory outcomes 3.2 Determine requirements for specific document content and layout according to arboriculture industry conventions 3.3 Obtain permissions for copyrighted material required for report 3.4 Produce document using a word processor according to workplace style guide and industry conventions 3.5 Incorporate collated data, information and evidentiary data into formatted report 3.6 Operate computer and word processing software application to produce report
4. Formulate a conclusive determination and recommendations	4.1 Assess body of evidentiary data according to scope of report 4.2 Determine value of data from conflicting evidence 4.3 Develop an informed decision from considered viewpoints 4.4 Formulate a conclusive determination 4.5 Inform client of determination

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.6 Develop recommendations based on determination
5. Prepare draft report	5.1 Compile determinations and recommendations in a draft report 5.2 Seek professional feedback and opinion on draft report and findings 5.3 Review feedback and opinion expressed, and edit report according to professional advice 5.4 Draft final sections of report document
6. Deliver the final report	6.1 Review report content and develop and document summary for report 6.2 Review and edit final version of report ready for distribution 6.3 Deliver final report to client and stakeholders according to client brief

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret and analyse complex texts, including industry standards, workplace procedures and research materials, to identify critical information and concepts for use in arborist reports
Writing	Create complex arborist reports, demonstrating control over a range of writing styles and using industry-specific language appropriate for key stakeholders
Oral communication	Use effective verbal communication, including open questioning and active listening, to communicate with contractors, clients and other stakeholders, and when discussing and presenting arborist reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB511 Prepare arborist reports	AHCARB506 Prepare arborist reports	Elements and performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>