



**Australian Government**

# **AHCBUS410 Report on a project**

**Release: 1**

## AHCBUS410 Report on a project

### Modification History

| Release   | Comments                                                                                                                    |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0. |

### Application

This unit of competency describes the skills and knowledge required to review and report on a project to meet organisational requirements.

The unit applies to individuals who apply specialist skills and knowledge to report on projects. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

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

### Pre-requisite Unit

Nil

### Unit Sector

Business (BUS)

### 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. Identify project processes and outcomes       | 1.1 Identify scope of report and target audience from contract, program guidelines or procedures<br>1.2 Research project background<br>1.3 Collate project information |
| 2. Prepare report                                | 2.1 Prepare framework and format of report to required scope, target audience and guidelines                                                                           |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                      |
|                                                  | 2.2 Prepare project report from researched information<br>2.3 Prepare conclusions in consultation with personnel<br>2.4 Circulate draft report to stakeholders for comment                                                                                                                                  |
| 3. Revise and submit report for distribution     | 3.1 Revise draft report to address comments from consultation<br>3.2 Submit any unresolved issues to stakeholders for decision<br>3.3 Obtain approval for revised report in accordance with contract, program guidelines or procedures<br>3.4 Complete and submit project report within approved timeframes |

## 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            | <ul style="list-style-type: none"> <li>Identify and interpret information regarding requirements for project reporting</li> </ul>                                                                                  |
| Oral communication | <ul style="list-style-type: none"> <li>Initiate discussions with consultation personnel, using clear language and standard industry terminology to discuss research information and prepare conclusions</li> </ul> |

## Unit Mapping Information

| Code and title current version | Code and title previous version | Comments                                                                                                                                                  | Equivalence status |
|--------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| AHCBUS410 Report on a project  | AHCCCF402 Report on project     | Changes to unit title, application and sector<br><br>Minor changes to performance criteria<br><br>Foundation skills added<br><br>Major and minor edits to | Not equivalent     |

| Code and title<br>current version | Code and title<br>previous version | Comments                                                           | Equivalence status |
|-----------------------------------|------------------------------------|--------------------------------------------------------------------|--------------------|
|                                   |                                    | performance and<br>knowledge evidence and<br>assessment conditions |                    |

## Links

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