



Australian Government

AHCBUS607 Implement a monitoring, evaluation and reporting program

Release: 1

AHCBUS607 Implement a monitoring, evaluation and reporting program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to implement a monitoring, evaluation and reporting program.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities. They analyse, design and communicate solutions to a range of complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Implement a monitoring and evaluation strategy	1.1 Collect relevant baseline data 1.2 Consult with stakeholders and the community 1.3 Brief colleagues, staff and contractors who will be involved in implementing the program on the monitoring and evaluation methods selected and justification 1.4 Implement chosen monitoring and evaluation methods in accordance with defined strategy 1.5 Ensure standard procedures and recording templates are available for use 1.6 Ensure program timelines are communicated and monitored 1.7 Monitor program expenditure and compare with budget
2. Collect and analyse data	2.1 Ensure data and information is collected following relevant standards and format 2.2 Assess if further data or information is needed to answer key evaluation questions and adjust design as required 2.3 Ensure data is appropriately stored and can be accessed as needed 2.4 Facilitate colleagues and contractors involved in the monitoring and evaluation process 2.5 Evaluate the effectiveness, efficiency and appropriateness of investment and project priorities as required by the evaluation design
3 Prepare reports and provide information	3.1 Report against milestones and outputs 3.2 Produce appropriate information products to keep stakeholders informed and engaged 3.3 Communicate findings and activities to stakeholder groups according to program schedule 3.4 Negotiate changes to projects and programs with stakeholders 3.5 Apply findings to improve the delivery and alignment of projects and policy decisions with organisational targets and mission 3.6 Ensure the style of reporting reflects the audience and how the information is to be used
4. Review the monitoring and evaluation process	4.1 Foster a culture of self-evaluation and learning through encouraging ongoing participation, consultation and communication with stakeholders 4.2 Review and adapt ongoing evaluation strategy and processes and provide feedback on the implementation and the evaluation

Element	Performance criteria
	design

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS607A Implement a monitoring, evaluation and reporting program.

Links

Companion Volume implementation guides are found in VETNet -

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