



Australian Government

Assessment Requirements for AHCCCF402 Report on project

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

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 that they can:

- collate the documentation for the background and aims, budget, timelines, and resources allocated for the project
- prepare a report format that complies with organisational and funding organisation's requirements
- apply drafting and editing techniques in report writing
- implement consultation processes to determine report conclusions
- respond to feedback on draft report and finalise the version to be published and distributed
- develop project reports to organisational and funding organisation's standards
- finalise report within approved timeframe.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- program objectives and guidelines
- project report formats
- contractual requirements for reporting
- project background, processes and outcomes
- agency procedures for drafting, consultation and finalising project reports.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

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

