AHCCCF402 Report on project

Release: 1

AHCCCF402 Report on project

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

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

It applies to those who prepare reports for community projects such as Landcare or similar for future group and program reference. It includes taking responsibility for own work and providing and communicating solutions to a range of predictable and sometimes unpredictable 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

Community Coordination and Facilitation (CCF)

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. Identify project processes and outcomes	1.1 Identify scope of report and target audience from contract, program guidelines, agency procedures and committee decisions 1.2 Research background to project from available records 1.3 Collate information from project records and information provided
2. Prepare report	2.1 Prepare framework and format of report to required scope, target audience and guidelines 2.2 Prepare project report from researched information

Element	Performance criteria
	2.3 Prepare conclusions in consultation with personnel
	2.4 Circulate draft report to stakeholders for comment
3. Revise report for distribution	3.1 Revise draft report to address comments from consultation
	3.2 Submit any unresolved issues to committee for decisions
	3.3 Obtain approval for revised report in accordance with contract, group and agency requirements
	3.4 Complete project reporting requirements within approved timeframes

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 AHCCCF402A Report on project.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72