AHCCCF501 Evaluate project submissions

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop and apply evaluation criteria and processes to project submissions.

This unit applies to those who typically work as part of a team process to decide on government funding for community-based projects at regional and State/Territory levels.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work and analyse, design and communicate solutions to sometimes 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

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. Review previously planned project outcomes	1.1 Identify updates to proposed project outcomes and evaluation processes 1.2 Conduct consultations with community group leaders, coordinators and facilitators to identify any changes to original plan, timelines, outcomes, and to evaluation 1.3 Identify availability of data and suitable range of methods to evaluate project progress

Element	Performance criteria
2. Develop evaluation approach for project submissions	2.1 Develop criteria for evaluation of project applications or submissions
	2.2 Develop decision making process for evaluating and accepting or rejecting project submissions
	2.3 Consult with stakeholders on proposed criteria and decision making process
	2.4 Review process based on stakeholder feedback and organisational requirements
	2.5 Develop review panel for evaluation of project submissions
	2.6 Communicate decision making process and selection criteria to review panel, project applicants and other key stakeholders
3. Evaluate project submissions	3.1 Acknowledge receipt of all project submissions
	3.2 Use agreed processes and criteria to evaluate project submissions
	3.3 Review decisions with other panellists to determine outcomes
4. Communicate decisions	4.1 Communicate decisions of panel to project applicants
	4.2 Provide feedback on submissions and reasons for decisions
	4.3 Publish outcomes according to organisational policies and procedures
5. Report on and implement conclusions	5.1 Prepare report to program, agency and project requirements
	5.2 Check analysis and report conclusions with key stakeholders to identify any deficiencies to be removed or additional information that should be included
	5.3 Ensure report meets required program and agency standards in terms of layout, format, style and process
	5.4 Ensure data collection, analysis and reporting are timely to project agency requirements
	5.5 Submit report according to project, program and agency requirements
	5.6 Implement report conclusions to project, program and agency requirements and within the scope of the group resources and authority

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 AHCCCF501A Evaluate project submissions.

Links

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