



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK601A Monitor projects in a program

Release: 1

AHCWRK601A Monitor projects in a program

Modification History

Not Applicable

Unit Descriptor

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| Unit descriptor | This unit covers the process of monitoring and reporting requirements at a program level including interim, annual and final project reporting and defines the standard required to: develop project milestones and monitor progress against them; monitor resource usage against the project plan; work with project groups in redefining the tasks and timelines to avoid slippage and complete projects; oversee project reporting. |
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Application of the Unit

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| Application of the unit | This unit applies to monitoring projects in a program. |
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

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| Prerequisite units | | |
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Employability Skills Information

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| Employability skills | This unit contains employability skills. |
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
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| | |

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| 1. Review project milestones | <p>1.1. Project milestones for approved projects within the program are logged for monitoring.</p> <p>1.2. Negotiated and approved changes to milestones are used to adjust the monitoring records.</p> |
| 2. Check progress against milestones | <p>2.1. Contact is maintained with groups and coordinators to monitor project progress against agreed timelines.</p> <p>2.2. Records are kept of progress for reporting purposes.</p> <p>2.3. Variations from agreed progress are identified for reporting and response purpose.</p> <p>2.4. Requests for change in project milestones and timelines are submitted for approval according to program and agency requirements.</p> |
| 3. Summarise progress | <p>3.1. Regular progress reports are prepared according to program and agency requirements.</p> <p>3.2. Progress reports are discussed with groups, coordinators and others according to program and agency procedures.</p> <p>3.3. Project reports are consolidated into program reports as required according to program and agency requirements.</p> |
| 4. Assist groups maintain project timeline | <p>4.1. Group activities and resources are reviewed where required achievement may not or has not been met.</p> <p>4.2. Strategies to place the project back onto required plan are developed with coordinator and community group leaders.</p> <p>4.3. Proposed changes in project are documented and submitted for approval by group initially, and then to program and agency requirements.</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- review project milestones.
- check progress against milestones.
- summarise progress.

REQUIRED SKILLS AND KNOWLEDGE

- assist groups maintain project timelines
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- group and regional cultures including diverse groups of people.
- program and agency reporting requirements.
- reporting formats.
- project management.
- financial reporting.
- project management computer applications.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- develop project milestones and monitor progress against them
- monitor resource usage against the project plan
- work with project groups in redefining the tasks and timelines to avoid slippage and complete projects
- oversee project reporting.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Projects may include:

- separate project activity funded under the program for specific purposes, which may require separate accounts and accounting records and for which regular reporting may be required on project basis.

Types of programs may include:

- Commonwealth Government community programs under the Natural Heritage Trust
- rural industry programs
- business programs, and state government community programs related to the environment.

Unit Sector(s)

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| Unit sector | Work |
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Co-requisite units

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| Co-requisite units | | |
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Competency field

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| Competency field | |
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