



Australian Government

AHCARB506 Prepare arborist reports

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 prepare arborist reports with specific arboricultural content at consultant level.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work, to analyse and synthesise information and design and communicate solutions to complex problems. They provide professional services in arboricultural report writing involving tree assessment and risk, tree management, arboricultural impact, tree pathology and structural tree problems.

Preparing arboricultural reports involves the self-directed application of knowledge with substantial depth in some areas such as tree identification, tree assessment techniques and reporting methods.

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

Arboriculture (ARB)

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. Determine client brief and report limits	1.1 Determine the client brief and manage client expectations 1.2 Determine client need for evidentiary data records 1.3 Determine statutory requirements for report 1.4 Establish specific focus points within report topic

Element	Performance criteria
	1.5 Establish report limits and assumptions 1.6 Determine arboricultural content required by evaluation of all relevant requirements and limitations 1.7 Determine the textual and visual content of report
2. Determine and collate evidentiary data	2.1 Research information about topic and specific focus points 2.2 Assess primary and secondary sources of research material 2.3 Evaluate information validity and reliability 2.4 Inspect and record details and observations of site, trees, location and matters relevant to focus points and topic 2.5 Record relevant visual evidence using photographic equipment 2.6 Obtain and record information from test results 2.7 Collate observations, test results, research material and inspection data into a body of evidentiary data 2.8 Backup and store data for later retrieval
3. Format the report document template	3.1 Determine presentation style of report to meet client and statutory outcomes 3.2 Determine requirements for specific document content and layout using accepted arboriculture industry conventions 3.3 Obtain necessary permissions for use of tables, diagrams or other copyright information 3.4 Utilise appropriate custom document templates, logo, tables, charts, and art required to produce word-processor documents 3.5 Insert required document elements such as title, page numbers, table of contents, footers and headers and watermark 3.6 Incorporate collated data, information and evidentiary data into formatted body of the report 3.7 Operate computer and software application to edit document for language use, text content, spelling, grammar and punctuation appropriate for consulting arborists
4. Formulate a conclusive determination and recommendations	4.1 Assess body of evidentiary data 4.2 Determine value of supporting and contradictory evidence 4.3 Use considered viewpoints to make an informed decision 4.4 Formulate a conclusive determination 4.5 Inform client whether or not determination can meet the client brief 4.6 Develop a set of recommendations based on that determination in accordance with the client brief
5. Prepare draft report	5.1 Prepare a draft document based on brief, method, observation, conclusion and recommendations system

Element	Performance criteria
	5.2 Evaluate the impact of using active and passive voice 5.3 Seek feedback on prepared report 5.4 Respond to feedback and edit report based on feedback provided if applicable
6. Deliver the final report	6.1 Draft final sections of report document 6.2 Develop summary of report 6.3 Produce final version of arboricultural report 6.4 Deliver final report to client and statutory authority 6.5 Formulate a glossary of arboricultural terminology and industry jargon

Foundation Skills

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

Range of Conditions

Unit Mapping Information

New unit - no equivalent.

Links

Companion Volume implementation guides are found in VETNet -

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