



Australian Government

AHCARB511 Prepare arborist reports

Release: 1

AHCARB511 Prepare arborist reports

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to collect and analyse arboricultural information from a site and make determinations and recommendations for inclusion in arborist reports, using word processing software to meet the standard expected of arboricultural professionals.

The unit applies to individuals who work in arboriculture and analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

Legislation, regulations and by-laws relating to the treatment and removal of trees apply in some states and territories.

Pre-requisite Unit

Nil

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine report parameters from client brief	1.1 Review client brief and determine expectations for report outcomes 1.2 Determine evidentiary data records according to client brief 1.3 Determine statutory reporting requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.4 Establish specific scope and assumptions for report 1.5 Evaluate requirements and limitations and determine arboricultural content 1.6 Determine textual and visual content required for report 1.7 Confirm report parameters with client
2. Determine and collate evidentiary data	2.1 Research content and information for report 2.2 Assess primary and secondary sources of research material 2.3 Evaluate the validity and reliability of researched information 2.4 Inspect site and record observations relevant to scope of report 2.5 Record visual evidence using image capture equipment required for report 2.6 Obtain and record information from test results 2.7 Collate and record observations, test results, research material and inspections as evidentiary data 2.8 Store and back up data according to workplace data management procedures
3. Prepare a report format using a word processing program	3.1 Determine report structure and style to meet stakeholder and statutory outcomes 3.2 Determine requirements for specific document content and layout according to arboriculture industry conventions 3.3 Obtain permissions for copyrighted material required for report 3.4 Produce document using a word processor according to workplace style guide and industry conventions 3.5 Incorporate collated data, information and evidentiary data into formatted report 3.6 Operate computer and word processing software application to produce report
4. Formulate a conclusive determination and recommendations	4.1 Assess body of evidentiary data according to scope of report 4.2 Determine value of data from conflicting evidence 4.3 Develop an informed decision from considered viewpoints 4.4 Formulate a conclusive determination 4.5 Inform client of determination

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.6 Develop recommendations based on determination
5. Prepare draft report	5.1 Compile determinations and recommendations in a draft report 5.2 Seek professional feedback and opinion on draft report and findings 5.3 Review feedback and opinion expressed, and edit report according to professional advice 5.4 Draft final sections of report document
6. Deliver the final report	6.1 Review report content and develop and document summary for report 6.2 Review and edit final version of report ready for distribution 6.3 Deliver final report to client and stakeholders according to client brief

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret and analyse complex texts, including industry standards, workplace procedures and research materials, to identify critical information and concepts for use in arborist reports
Writing	Create complex arborist reports, demonstrating control over a range of writing styles and using industry-specific language appropriate for key stakeholders
Oral communication	Use effective verbal communication, including open questioning and active listening, to communicate with contractors, clients and other stakeholders, and when discussing and presenting arborist reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB511 Prepare arborist reports	AHCARB506 Prepare arborist reports	Elements and performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCARB511 Prepare arborist reports

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared at least one arborist report, including:

- reviewed client brief and determined report outcomes
- determined evidentiary data records
- determined statutory requirements for report
- established scope and assumptions for report
- determined arboricultural content and textual and visual content for report
- confirmed report parameters with client
- researched content and information for report
- assessed primary and secondary sources, and evaluated the validity and reliability of researched material
- inspected site and recorded details and observations, which must include:
 - location of site and trees under consideration
 - matters relevant to scope of report
- recorded visual evidence using image capture equipment
- obtained and recorded information from test results
- collated observations, test results, research material and inspection data into a body of evidentiary data
- stored and backed up data according to data management procedures
- prepared report format and layout according to workplace style guide and industry standards, which must include:
 - used a word processor and its tools and functions to produce the report
 - used custom templates and logos
 - obtained permission for copyrighted materials intended for the report
 - created and populated tables and charts
 - used images and graphics to enhance report presentation and content

- inserted document elements for titles, page numbers, table of content, glossary of terms, headers and footers, watermarks for drafts, endnotes or footnotes and acknowledged references
- incorporated information and evidentiary data into formatted report.

There must also be evidence that the individual has:

- assessed body of evidentiary data and determined value of conflicting evidence
- developed an informed decision from considered viewpoints
- formulated a conclusive determination and informed client
- developed recommendations based on determination
- prepared a draft document based on brief, method, observation, conclusion and recommendations
- sought feedback on report from at least two professional colleagues and edited report based on feedback
- drafted final sections of report
- reviewed and developed summary of report content
- reviewed and edited final report ready for distribution
- delivered final report to client and stakeholders according to client brief.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- consulting with clients and purpose of a client brief
- arborist reports and their development and context, including:
 - evidentiary data
 - statutory reporting
 - limits and assumptions of arborist reports
 - arboricultural content in reports
- investigation and researching valid data and information, including:
 - research design and methodology
 - valid and reliable data collection
 - sources of research material, including primary and secondary sources
 - methods of analysing data collected and compiling into logical data sets
 - balancing conflicting viewpoints
- site inspections and gathering primary data
- image capture equipment appropriate to arboricultural reports and visual evidence, including:
 - still photographic images
 - imaging equipment, including light detection and ranging (LiDAR) technology
 - video recording

- collation of observations, test results, research material and inspection data into a body of evidentiary data, including:
 - managing, storing and interrogating data
 - data collection procedures
 - storage, backup and retrieval systems for data
- report for statutory, client and organisation purposes, including:
 - formats and presentation
 - requirements for specific document content
 - layout and arboriculture industry conventions
 - copyright, intellectual property and referencing when preparing reports and using material as inclusions in reports
 - developing draft report structure
 - use of active and passive voice in reports and presentations
 - summarising the report
- computer software for preparing and organising data sets
- word processors and computer software used for creating and editing documents
- corporate style guides and their purpose for formal reports, including:
 - custom document templates
 - purpose and use of corporate logos
 - creating and formatting tables
 - generating charts and graphics
 - elements of reports, including, title, page numbers, table of contents, footers and headers and watermarks
- quality document outcomes, including:
 - correct use of language
 - logical organisation and development of content
 - spelling, grammar and punctuation
 - arborist terminology and jargon
 - industry expectations and standards
- decision-making processes, including:
 - consideration of different viewpoints in making informed decisions
 - formulating conclusions and determinations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - access to an arboriculture work site with trees, or an environment that accurately represents workplace conditions
 - resources, equipment and materials:

- computer with word processing software
- internet connection
- digital image capture device
- specifications:
 - client and/or project brief and instructions for report outcome
 - codes of practice relevant to tree works and use of arboriculture equipment
 - preferred industry practices (as outlined in the Companion Volume) related to project brief
 - legislation and regulations relevant to arboriculture and project brief
- relationships:
 - clients and stakeholders.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In particular, assessors must have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed.

Links

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