



Australian Government

Assessment Requirements for AHCBUS410 Report on a project

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

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 reported on a project on at least one occasion and has:

- collated the documentation for the background and aims, budget, timelines and resources allocated for the project
- prepared a report format that complies with organisational requirements
- applied drafting and editing techniques in report writing
- developed project reports to organisational standards
- implemented consultation processes to determine report conclusions
- responded to feedback on draft report and finalised the version to be published and distributed
- finalised and submitted report within approved timeframe.

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:

- program objectives and guidelines
- reporting requirements
- project background, processes and outcomes
- project report formats
- procedures for drafting, consultation and finalising of project reports.

Assessment Conditions

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

- physical conditions:

- a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - project report contract, program guidelines or procedures
 - project records
 - computer hardware and software
- relationships:
 - consultation personnel.

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

Links

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