



Australian Government

AHCBUS606 Develop a monitoring, evaluation and reporting program

Release: 1

AHCBUS606 Develop a monitoring, evaluation and reporting program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop a monitoring, evaluation and reporting program.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

This unit applies to individuals who take personal responsibility for their own work and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities. They analyse, design and communicate solutions to a range of 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

Business (BUS)

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. Define terms of reference and evaluation context	1.1 Identify and clarify the preferred outcomes, who will use the information and for what purpose 1.2 Identify the key stakeholders who will be consulted 1.3 Select evaluation and monitoring methods which are suitable to

Element	Performance criteria
	the size and significance of the program, and the terms of reference 1.4 Complete a review of existing evidence and literature relevant to the proposed evaluation 1.5 Develop an evaluation methodology that supports broader management targets, Natural Resource Management (NRM) standards, targets and outputs
2. Identify the key stages and outcomes of the program	2.1 Define key stages, milestones and timeframe 2.2 Communicate the details of the program and delivery timeline for endorsement with clients and stakeholders 2.3 Identify potential risks which may impact on the proposed program 2.4 Refine targets and objectives as required
3. Define reporting and record keeping requirements for data management	3.1 Identify data collection, management and reporting requirements to meet the objectives of the program 3.2 Identify existing data sets that may be accessed for the program 3.3 Design data collection protocols so relevant standards and required formats are met 3.4 Identify how data will be stored to ensure security and appropriate access taking into account required formats 3.5 Identify the information products required taking into account clients and stakeholders needs and use in decision making 3.6 Produce reports to suit program audience types
4. Identify the resources needed to implement the program	4.1 Identify the personnel and skills sets required to implement the monitoring and evaluation program 4.2 Assess the material resources required to undertake the work 4.3 Determine the cost of the program and develop a budget

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 AHCBUS606A Develop a monitoring, evaluation and reporting program.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AHCBUS606 Develop a monitoring, evaluation and reporting program

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- define terms of reference and context
- identify key stages and outcomes
- assess and define data management requirements
- identify the resources needed to undertake the program
- scope a project
- collect and manage data
- manage and design projects
- produce reports for management.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- program design considerations (cost, equality, technically valid, ethics)
- sources of information on business monitoring and evaluation
- secure data storage
- data analysis processes
- quantitative and qualitative data collection methods for monitoring and evaluation
- data management.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

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