



Australian Government

AHCBUS607 Implement a monitoring, evaluation and reporting program

Release: 2

AHCBUS607 Implement a monitoring, evaluation and reporting program

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to implement 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Implement a monitoring and evaluation strategy	1.1 Collect relevant baseline data 1.2 Consult with stakeholders and the community 1.3 Brief colleagues, staff and contractors who will be involved in implementing the program on the monitoring and evaluation methods selected and justification 1.4 Implement chosen monitoring and evaluation methods in accordance with defined strategy 1.5 Ensure standard procedures and recording templates are available for use 1.6 Ensure program timelines are communicated and monitored 1.7 Monitor program expenditure and compare with budget
2. Collect and analyse data	2.1 Ensure data and information is collected following relevant standards and format 2.2 Assess if further data or information is needed to answer key evaluation questions and adjust design as required 2.3 Ensure data is appropriately stored and can be accessed as needed 2.4 Facilitate colleagues and contractors involved in the monitoring and evaluation process 2.5 Evaluate the effectiveness, efficiency and appropriateness of investment and project priorities as required by the evaluation design
3. Prepare reports and provide information	3.1 Report against milestones and outputs 3.2 Produce appropriate information products to keep stakeholders informed and engaged 3.3 Communicate findings and activities to stakeholder groups according to program schedule 3.4 Negotiate changes to projects and programs with stakeholders 3.5 Apply findings to improve the delivery and alignment of projects and policy decisions with organisational targets and mission 3.6 Ensure the style of reporting reflects the audience and how the information is to be used
4. Review the monitoring and evaluation process	4.1 Foster a culture of self-evaluation and learning through encouraging ongoing participation, consultation and communication with stakeholders

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.2 Review and adapt ongoing evaluation strategy and processes and provide feedback on the implementation and the evaluation design

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.

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

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS607 Implement a monitoring, evaluation and reporting program Release 2	AHCBUS607 Implement a monitoring, evaluation and reporting program Release 1	Minor typographical error corrected	Equivalent unit

Links

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