



Australian Government

AHCBUS615 Implement a monitoring, evaluation and reporting program

Release: 1

AHCBUS615 Implement a monitoring, evaluation and reporting program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

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

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 in relation to implementing the program. They analyse, design and communicate solutions to a range of complex problems.

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

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Business (BUS)

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. Implement a monitoring and evaluation strategy	1.1 Collect baseline data for program to be monitored and evaluated 1.2 Consult with stakeholders with an interest in the program to be

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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>
	monitored and evaluated 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 Ensure standard procedures and recording templates are available for use 1.5 Ensure program timelines are communicated and monitored 1.6 Implement chosen monitoring and evaluation methods in accordance with defined strategy 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 access for colleagues and contractors involved in the monitoring and evaluation process
3. Prepare reports and provide information	3.1 Compare outcomes against milestones 3.2 Produce reports with information appropriate for stakeholders 3.3 Evaluate the effectiveness, efficiency and appropriateness of investment and project priorities as required by the evaluation design 3.4 Communicate findings and recommendations to stakeholder groups according to program schedule 3.5 Negotiate changes to projects and programs with stakeholders 3.6 Implement changes to improve the delivery and alignment of projects with organisational targets 3.7 Ensure the style of reporting reflects the needs of the audience and how information is to be used
4. Review the monitoring and evaluation process	4.1 Review and adapt ongoing evaluation strategy and processes, and provide feedback on the implementation and the evaluation design 4.2 Foster a culture of self-evaluation and learning through encouraging ongoing participation, consultation and communication with stakeholders

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
Writing	• Produces reports that include data compiled in tables and charts that convey information about the effectiveness and efficiency of the business
Oral communication	• Effectively engages stakeholders in monitoring, evaluation and reporting program • Effectively presents findings of evaluations to stakeholders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS615 Implement a monitoring, evaluation and reporting program	AHCBUS607 Implement a monitoring, evaluation and reporting program	Performance criteria clarified Foundation skills added Assessment requirements updated	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>

Assessment Requirements for AHCBUS615 Implement a monitoring, evaluation and reporting program

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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 implemented a monitoring, evaluation and reporting program for at least one enterprise, or enterprise activity, including:

- collected and managed data
- analysed production or project data
- prepared reports and presented information to stakeholders
- evaluated the effectiveness, efficiency and appropriateness of investment in a project or program
- made recommendations for improvement
- reviewed the evaluation process.

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:

- quantitative and qualitative methods for monitoring and evaluation
- communication and consultation skills to present findings and recommendations
- data management processes and systems
- policy and program management processes
- adaptive management and review cycles.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- enterprise process or project to be monitored and evaluated.

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

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