



**Australian Government**

# **AHCNRM603 Implement a monitoring, evaluation and reporting program**

**Release: 3**

# AHCNRM603 Implement a monitoring, evaluation and reporting program

## Modification History

| Release   | Comments                                                                                                                    |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| Release 3 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0. |

## Application

This unit of competency describes the skills and knowledge required to implement a monitoring, evaluation and reporting program for an organisation to measure progress against targets and reporting responsibilities. It includes implementation of evaluation strategies developed to inform a natural resource management Monitoring, Evaluation, Reporting and Improvement (MERI) framework used to manage human, social, natural, physical and financial assets.

The unit applies to individuals who are in senior land management roles and who apply knowledge and skills in land management with autonomy and judgement, and analyse information to complete activities, interpret and transmit solutions to others.

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

## Pre-requisite Unit

Nil

## Unit Sector

Natural Resource Management (NRM)

## 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 relevant baseline data according to MERI plan<br>1.2 Consult with stakeholders<br>1.3 Brief stakeholders implementing program on the monitoring and |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                  | evaluation methods to be used<br>1.4 Implement selected monitoring and evaluation methods according to defined strategy<br>1.5 Access and use standard procedures and recording templates<br>1.6 Communicate and monitor program timelines to stakeholders                                                                                                                                                                                                                                                                                     |
| 2. Collect and analyse data                      | 2.1 Verify data and information is collected according to workplace and industry standards and formats<br>2.2 Corroborate collected data addresses key evaluation questions, and rectify design where unsuitable<br>2.3 Verify data security, storage and access complies with workplace policies and procedures<br>2.4 Coordinate all stakeholders involved in monitoring and evaluation process<br>2.5 Evaluate effectiveness, efficiencies and financial objectives and priorities have been achieved according to evaluation design        |
| 3. Prepare reports and information products      | 3.1 Assess and report on achievement of milestones and outputs<br>3.2 Produce information products to inform and engage stakeholders<br>3.3 Communicate findings and activities to stakeholder groups according to program schedule<br>3.4 Negotiate changes to projects and programs with stakeholders according to MERI findings<br>3.5 Apply findings to improve delivery and alignment of projects and policy decisions with organisational targets and mission<br>3.6 Use a style of reporting that reflects audience and information use |
| 4. Review the monitoring and evaluation process  | 4.1 Encourage ongoing participation, consultation and communication of stakeholders by fostering a culture of self-evaluation and learning<br>4.2 Review evaluation strategy and processes, and provide feedback on implementation and evaluation design to 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                                                                                                                                                                                                                          |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading | <ul style="list-style-type: none"> <li>Access, collate and analyse complex data and information from baseline reports and MERI activities, and use to implement changes and report on progress of MERI activity</li> </ul>           |
| Writing | <ul style="list-style-type: none"> <li>Demonstrate sophisticated writing skills by selecting appropriate conventions and stylistic devices to express precise meaning and understanding when reporting on MERI activities</li> </ul> |

## Unit Mapping Information

| Code and title current version                                                     | Code and title previous version                                                    | Comments                                                                                                                                                            | Equivalence status |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| AHCNRM603<br>Implement a monitoring, evaluation and reporting program<br>Release 3 | AHCNRM603<br>Implement a monitoring, evaluation and reporting program<br>Release 2 | Minor changes to Application, Performance Criteria for clarity<br><br>Updated Foundation Skills, Performance Evidence, Knowledge Evidence and Assessment Conditions | 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 AHCNRM603 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, on at least one occasion, the individual has implemented a monitoring and evaluation and reporting strategy, and has:

- applied monitoring and evaluation methods ensuring integrity and validity of data
- collected and managed data related to the monitoring program according to workplace procedures
- analysed complex information related to the monitoring program according to enterprise requirements
- prepared reports and information products for stakeholder use according to workplace standards
- reviewed the monitoring and evaluation process for continuous improvement.

## 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
- data management processes and systems
- policy and program management processes
- adaptive management and review cycles
- Monitoring, Evaluation, Reporting and Improvement (MERI) framework
- national standards for the practice of ecological restoration.

## Assessment Conditions

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

- physical conditions:

- skills must be demonstrated in an environment that accurately represents workplace conditions
- specifications:
  - workplace policies, procedures and processes for formatting and documenting reports and data sets
  - data sets from a MERI project
  - legislation and codes of practice and standards for conducting MERI projects
- relationships:
  - stakeholders and stakeholder groups.

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

## Links

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