



Australian Government

AHCWRK606 Monitor projects in a program

Release: 1

AHCWRK606 Monitor projects in a program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Release 11.0.

Application

This unit of competency describes the skills and knowledge required to monitor and report on requirements at a program level, including interim, annual and final project reporting.

The unit applies to individuals who apply knowledge and skills in monitoring projects in a program 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

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Review project milestones	1.1 Log approved project milestones within the program for monitoring 1.2 Adjust monitoring records to reflect negotiated and approved changes to milestones
2. Check progress against milestones	2.1 Maintain contact with stakeholder groups and project coordinators to monitor project progress against agreed timelines 2.2 Record project progress for reporting purposes

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	2.3 Identify and record variations from agreed progress for reporting purposes 2.4 Submit requests for change in project milestones and timelines according to workplace requirements
3. Summarise progress	3.1 Prepare progress reports according to program and workplace requirements 3.2 Discuss progress reports with stakeholder groups and project coordinators 3.3 Consolidate project reports into program reports according to workplace requirements
4. Assist stakeholder groups to maintain project timeline	4.1 Review group activities and resources where required achievement may not or has not been met 4.2 Discuss and develop strategies with project coordinator and group leaders to place the project back onto required plan 4.3 Document and submit proposed changes in project for approval according to program and workplace requirements

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	Access, interpret and analyse project information to log and monitor project milestones and progress
Writing	Demonstrate sophisticated writing skills by selecting appropriate conventions and stylistic devices to express precise meaning and understanding when reporting project activities and submitting proposed project changes
Oral communication	Engage stakeholder groups, group leaders and project coordinators in monitoring and evaluation of the project
Numeracy	Calculate and record costs of project resources and staff

Unit Mapping Information

Code and title current release	Code and title previous release	Comments	Equivalence status
AHCWRK606 Monitor projects in a program	AHCWRK601 Monitor projects in a program	Minor changes to application Minor changes to elements and performance criteria Foundation skills added Assessment requirements updated	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 AHCWRK606 Monitor projects in a 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 monitored projects in a program on at least one occasion, and has:

- reviewed project milestones
- checked progress against milestones
- summarised progress
- assisted stakeholder groups, group leaders and project coordinators to maintain project timelines
- reported project progress according to program and workplace requirements
- documented and submitted proposed changes in project for approval.

Knowledge Evidence

An individual must be able to demonstrate knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- program and workplace requirements, including the following:
 - stakeholder group culture
 - reporting requirements
 - reporting formats
 - project and program management processes
 - financial reporting
 - quantitative and qualitative methods for monitoring and evaluation of projects
 - communication and consultation skills
 - project management computer applications.

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 management computer applications
 - hardware and software applicable to monitoring projects in a program
- relationships:
 - stakeholder groups, group leaders and project coordinators
- time frames:
 - according to job requirements.

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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