



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS607A Implement a monitoring, evaluation and reporting program

Release: 1

AHCBUS607A Implement a monitoring, evaluation and reporting program

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of implementing a monitoring, evaluation and reporting program for an organisation and defines the standard required to: implement a monitoring and evaluation strategy; collect and manage data; analyse complex information; prepare reports and information products.
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Application of the Unit

Application of the unit	This unit applies to the implementation of a Monitoring Evaluation and Reporting (MER) strategy to measure progress against targets and reporting responsibilities.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
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 information products	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.

ELEMENT	PERFORMANCE CRITERIA
	4.2. Review and adapt ongoing evaluation strategy and processes and provide feedback on the implementation and the evaluation design.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- application of monitoring and evaluation methods to ensure integrity and validity
- data collection and management
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- quantitative and qualitative methods for monitoring and evaluation
- data management processes and systems
- policy and program management processes
- adaptive management and review cycles.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- implement a monitoring and evaluation strategy
- collect and manage data
- analyse complex information
- prepare reports and information products
- review the evaluation process.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Monitoring and evaluating responsibilities may include:

- the range of targets and reporting responsibilities of any monitoring evaluation and reporting program.

Unit Sector(s)

Unit sector

Business

Co-requisite units

Co-requisite units		

Competency field

Competency field	
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