



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF402A Report on project

Release: 1

AHCCCF402A Report on project

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers preparation of reporting on projects and defines the standard required to: collate the documentation for the background and aims, budget, timelines, and resources allocated for the project; prepare a report template that complies with organisational and funding organisations requirements; write a project report to draft stage; implement consultation processes to obtain information and obtain consensus on report; respond to feedback on draft report and finalise the version to be published and distributed.
------------------------	--

Application of the Unit

Application of the unit	This unit applies to those who prepare a report on a community project such as Landcare or similar for future group and program reference.
--------------------------------	--

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Identify project processes and outcomes	1.1. Scope of report and target audience is identified in contract, program guidelines, agency procedures, and group committee decisions. 1.2. Background to project is researched from available records. 1.3. Information is collated from project records, monitoring records, and information provided by group and other stakeholders.
2. Prepare report	2.1. Framework of report is prepared to required scope, target audience and guidelines. 2.2. Project report is prepared from researched information to contract, agency and group requirements. 2.3. Conclusions are prepared in consultation with informed personnel. 2.4. Draft report is circulated to identify stakeholders for comment according to group requirements and agency procedures.
3. Revise report for distribution	3.1. Draft report is revised to address comments from consultation. 3.2. Any unresolved issues are submitted to group committee for decisions. 3.3. Approval is obtained for revised report in accordance with contract, group and agency requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- research through records and oral reports
- collate qualitative and quantitative information
- develop report framework to suit requirements
- implement consultation processes to obtain information and obtain consensus on report
- use word processing and spreadsheet packages
- use literacy skills to read, interpret and follow organisational policies and

REQUIRED SKILLS AND KNOWLEDGE

procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks

- 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 routine and more complex workplace measures and data
- 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

- program objectives and guidelines
- group procedures and recording, including group management and committee procedures
- monitoring approaches
- project background, processes and outcomes
- agency procedures
- knowledge of capability of word processing packages.

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: • collate the documentation for the background and aims, budget, timelines, and resources allocated for the project • prepare a report template that complies with organisational and funding organisations requirements • write a project report to draft stage • implement consultation processes to obtain information and obtain consensus on report • respond to feedback on draft report and finalise the version to be published and distributed.
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.	
Project reports may include:	• incorporating records monitoring conditions before, during and after the project, or monitoring covering factors considered important in terms of the program and/or project. They may be documented as numeric data, samples, photographs, and descriptions, and may report on issues such as biodiversity,

RANGE STATEMENT

	state of soil, water and/or air, health and behaviour of living things, or comments and observations by clients.
--	--

Unit Sector(s)

Unit sector	Community coordination and facilitation
--------------------	---

Co-requisite units

Co-requisite units		

Competency field

Competency field	
-------------------------	--