



Australian Government

AHCCFI504A Monitor and report on a Carbon Farming Initiative project

Release 1

AHCCFI504A Monitor and report on a Carbon Farming Initiative project

Modification History

Release	TP Version	Comments
1	AHC10v6	Initial release

Unit Descriptor

This unit covers the monitoring, calculation, verification and reporting of abatement for Carbon Farming Initiative (CFI) projects in compliance with the requirements of the approved CFI methodology within the required reporting timeframe.

Application of the Unit

The unit applies to carbon service providers responsible for ensuring that greenhouse gas abatement is accurately measured and reported in accordance with relevant carbon farming methodologies. Assessment must be undertaken in the context of at least one approved CFI methodology relevant to the subject matter of the Skill Set the unit is being taught under. This unit does not cover auditing a project.

When this unit is taught as part of the following Skill Sets, it applies in the context of the methodologies relevant to the particular Skill Set. It should also apply the skills and knowledge applicable to new approved CFI methodologies relevant to these Skill Sets as they become available:

- Carbon Farming Initiative Vegetation Project Implementer Skill Set
- Carbon Farming Initiative Livestock Project Implementer Skill Set
- Carbon Farming Initiative Waste or Manure Project Implementer Skill Set
- Carbon Farming Initiative Soil or Biochar Project Implementer Skill Set
- Carbon Farming Initiative Savannah Burning, Feral Animal or Rangelands Project Implementer Skill Set
- Carbon Farming Initiative Soil or Crops Emissions Avoidance Project Implementer Skill Set

Licensing/Regulatory Information

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

Pre-Requisites

AHCCFI501 Provide technical advice on the Carbon Farming Initiative

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor a CFI project	1.1 Procedures and requirements of the methodology for monitoring abatement and collecting data are confirmed and observed 1.2 Systems and procedures for accurately measuring and recording project abatement are outlined 1.3 Procedures for maintaining records of procedures undertaken and abatement achieved under a CFI project are specified 1.4 Equipment maintenance and calibration requirements are established 1.5 Project audit requirements and the providers of audit services are detailed 1.6 Equipment, technology and procedures for undertaking the monitoring are prepared and checked
2. Verify collected data	2.1 Data are collected and organised in a format suitable for calculating abatement and determining whether relevant methodology requirements have been met 2.2 Methods of data analysis are reliable and compliant with the carbon farming methodology and any other relevant regulatory requirements 2.3 Appropriate records are kept 2.4 Abatement is calculated in accordance with the requirements of the methodology
3. Submit an offsets report	3.1 An offsets report is prepared as prescribed in the regulations and by the relevant methodology determination 3.2 An audit of the offsets report is commissioned 3.3 The Certificate of Entitlement form is completed

Required Skills and Knowledge

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

Required skills

- administration and management skills to:
 - manage documents
 - manage time, including planning and prioritising work
- communication skills to:
 - liaise with others, share information, seek advice and guidance
 - use language and concepts appropriate to cultural differences
 - determine and confirm client requirements, using questioning and active listening strategies
 - communicate with clients and contacts
- language, literacy and numeracy skills to:
 - read and interpret documentation from a variety of sources
 - complete documentation accurately
 - access, interpret and manage complex information
- IT & technology skills to access and use appropriate software, such as spread sheets and databases
- technical skills to:
 - use carbon methodology tools
 - interpret the methodology data collection, abatement calculation and verification requirements

- interpersonal skills to:
 - establish rapport with clients
 - relate to people from diverse backgrounds and people with diverse abilities
 - positively interact with clients and other stakeholders, including regulatory personnel and technical experts
 - establish networks with relevant technical experts

Required knowledge

Knowledge of:

- procedures and requirements of the relevant methodologies for:
 - collecting data, monitoring and reporting on abatement
 - calculating abatement
 - equipment and technology and required standards for undertaking the monitoring
 - data verification
- offsets report preparation as prescribed in the regulations and/or by the relevant methodology determination
- requirements of the Certificate of Entitlement
- types of records required to be kept
- requirements for an audit report as specified in the project declaration, the relevant methodology and the CFI legislation
- project proponent responsibilities for an audit report
- how to engage a CFI auditor
- requirements and role of a CFI auditor
- requirements of an audit report
- National Greenhouse and Energy Reporting Act 2007 and National Greenhouse and Energy Reporting Regulations 2008
-

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	Evidence of the ability to: • monitor a CFI project using appropriate methods and tools • collect and verify data • prepare and submit offset reports and relevant forms • commission a compliance audit
Context of and specific resources for assessment	Assessment must be undertaken in the context of the relevant CFI methodologies. Assessment resources must be developed to determine the candidate's depth and breadth of knowledge of the CFI monitoring and reporting requirements as well as their ability to monitor and report on a carbon farming project.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observing processes and procedures in workplaces • oral or written questioning on required knowledge and skills • evaluating workplace documents and samples of work • simulated projects, scenarios or case studies • obtaining and validating third party references and reports
Guidance information for assessment	Assessment with other units relevant to the job role is recommended. The unit of competency can be assessed in the workplace or a simulated workplace environment.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

An approved offset methodology includes:	a methodology for which a determination has been made under the <i>Carbon Credits (Carbon Farming Initiative) Act 2011</i>
Carbon service provider includes:	a person who provides advice about participation in or develops or manages a project under the Australian Government's Carbon Farming Initiative

Unit Sector(s)

Carbon farming.