



Australian Government

DEFEVL001 Develop an evaluation program

Release: 2

DEFEVL001 Develop an evaluation program

Modification History

Release 2.0. This is the second release of this unit of competency in the DEF Defence Training Package Release 4.0. Modifications have been made to Foundation Skills and Assessment Conditions.

Release 1.0. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEV501 Develop an evaluation program.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice
- All PC revised in element 3.

Application

This unit describes the skills required to develop an evaluation program for an organisation. It includes defining terms of reference and context; identifying key stages and outcomes; assessing and defining data management requirements and identifying the resources needed to undertake the program.

This unit applies to those responsible for the design and development of an evaluation and reporting strategy to measure performance and the value of investment decisions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing complex tasks in a familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Evaluation

Unit Sector

Not applicable.

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 Define terms of reference & evaluation context

- 1.1** Identify and clarify the outcomes sought, who will use the information and for what purpose
- 1.2** Identify the key stakeholders who will be consulted
- 1.3** Select evaluation and monitoring methods which are suitable to the size and significance of the program, and the terms of reference
- 1.4** Complete a review of existing evidence and literature relevant to the proposed evaluation
- 1.5** Develop an evaluation methodology that supports broader management targets, standards, and outputs

2 Identify the key stages and outcomes of the program

- 2.1** Define key stages, milestones and timeframe
- 2.2** Communicate with clients and stakeholders the details of the program and delivery timeline for endorsement
- 2.3** Identify potential risks which may impact on the proposed program
- 2.4** Refine targets and objectives as required

3 Define reporting and record keeping requirements for data management

- 3.1** Identify data collection, management and reporting requirements to meet the objectives of the program
- 3.2** Identify existing data sets that may be accessed for the program
- 3.3** Design data collection protocols to meet relevant standards and required formats

- 3.4 Store data to ensure security and appropriate access taking into account required formats
 - 3.5 Identify the information products required taking into account clients and stakeholders' needs and use
 - 3.6 Produce reports to suit program audience types
- 4 **Identify the resources needed to implement the program**
 - 4.1 Identify the personnel and skills required to implement the monitoring and evaluation program
 - 4.2 Assess the material resources required to undertake the work
 - 4.3 Determine the cost of the program and develop a budget

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEV501 Develop an evaluation program.

Links

Companion Volume Implementation Guides are found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFEVL001 Develop an evaluation program

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Release 1.0. These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements created drawing upon specified assessment information from superseded unit.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- scoping and reviewing a program
- collecting and managing data
- budgeting and identifying program costs
- planning evaluation programs
- using literacy skills to fulfil job roles as required by the organisation
- reading and understanding documentation
- completing written reports using oral communication skills/language competence to fulfil the job role
- questioning
- active listening
- asking for clarification
- negotiating solutions
- responding to a range of views
- using numeracy skills to estimate, calculate and record complex workplace measures
- using 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
- defining terms of reference and context
- identifying key stages and outcomes
- assessing and defining data management requirements
- identifying the resources needed to undertake the program.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

the requirements of the elements and performance criteria and include knowledge of:

- program design considerations (cost, equality, technically valid, ethics)
- quantitative and qualitative methods for monitoring and evaluation
- data management.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>