



Australian Government

DEF52412 Diploma of Evaluations

Release: 1

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Modification History

Release	TP version	Comments
2	DEF12 V2	New qualification.
1	DEF12 V1	First release.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF52412 Diploma of Evaluations have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Defence qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.

Employability Skill	Employability Skills Statement
Communication	• communicate facts in a fluent, clear and interesting manner • complete all required documentation • conduct briefs • conduct information sessions and group interviews • ensure instructions and directions are communicated to team members clearly and unambiguously • ensure organisational protocols are followed when liaising with the clients • liaise with internal and other organisation personnel • maintain communication with the team leader and provide supervisor with feedback and constructive advice • provide attention to detail • recognise, discuss and deal with team members' concerns and queries • refer to supervisor any issues that cannot be rectified or addressed • represent issues to management • retain professionalism under duress • understand and implement instructions and directions • understand current evaluation practices • understand legal and organisation requirements relating to confidentiality, libel, accuracy and discrimination • undertake informal performance counselling and provide feedback on performance
Teamwork	• act as a team leader • allocate duties, rosters and responsibilities to team members • encourage team members • mentor and coach team members • maintain the safety of others • monitor the performance of others and take appropriate action through coaching and mentoring • set goals, identify tasks and present to team members

	• undertake team building • liaise with other members of the project team on a range of project scope management issues and challenges.
Problem solving	• analyse and solve problems • take action to correct inappropriate behaviour • use processes flexibly and interchangeably
Initiative and enterprise	• establish collaborative partnerships and relationships • developing objectives and evaluation criteria • investigate training and workforce data, and determine and implement appropriate improvement
Planning and organising	• research and evaluate validation processes, and to determine and implement improvements to these processes • develop and establish agreement to plans • collating and interpreting statistical data, including trend analysis
Self -management	• accept responsibilities • act independently • ensure own demeanour and presentation reflects the professional standards of the organisation and support for victims and others affected by the incident • ensure own level of authority is recognised and adhered to • ensure personal safety and safety of others is maintained • ensure that the individual decision making process is conducted in accordance with standard procedures • monitor individual performance against defined performance requirements and ensure appropriate action is taken to maintain performance • provide feedback on own performance • set performance requirements
Learning	• deal with diverse groups and strategies for undertaking evaluations • develop an understanding of client requirements
Technology	• use appropriate information technology and software • ensure technology use aligns with environmentally sustainable practices

Packaging Rules

12 units of competency are required for this qualification including:

- 9 core units
- 3 elective units

Choose a minimum of 1 elective unit from the Group A list below.

Choose the remaining 2 elective units from either the Group A or B elective lists below, **or** elsewhere within this training package, **or** another endorsed training package, **or** accredited course.

Where a pre-requisite unit is attached to an elective unit it is identified by this symbol ⊥.

The pre-requisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

The elective units should be selected from the units that most closely align to an individual's occupational outcomes.

Elective units selected must not duplicate content already covered by other units in this qualification.

Code	Core Units
DEFEV501	Develop an evaluation program
DEFEV502	Evaluate and report collected information
DEFEV503	Maintain and enhance professional practice
BSBPMG401A	Apply project scope management techniques
BSBPMG406A	Apply communication management techniques
BSBWRT401A	Write complex documents
LGADMIN425A	Develop a communication plan
PSPGOV509A	Conduct evaluations
PSPGOV512A	Use complex workplace communication strategies
Code	Group A Elective Units (Specialisation)
BSBCOM502B	Evaluate and review compliance
FNSACC607A	Evaluate business performance ⊥ FNSACC503A Manage budgets and forecasts

HLTPOP504C	Evaluate a population health project
TAEDES505A	Evaluate a training program
Code	Group B Elective Units (General)
AHCCCF501A	Evaluate project submissions
BSBADM502B	Manage meetings
BSBREL701A	Develop and cultivate collaborative partnerships and relationships
PSPMNGT611A	Manage evaluations