



Australian Government

DEFEV501 Develop an evaluation program

Release: 1

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Modification History

Release	TP Version	Comments
2	DEF12V2	New unit.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the process of developing an evaluation program for an organisation and defines the standard required to:

- define terms of reference and context
- identify key stages and outcomes
- assess and define data management requirements
- identify the resources needed to undertake the program

The evaluation program may be for projects associated with government, business, community, or training programs.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit applies to the design and development of an Evaluation and Reporting strategy to measure performance and the value of investment decisions.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define terms of reference and 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 timeframes. 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 Define key stages, milestones and timeframes. 3.2 Communicate with clients and stakeholders the details of the program and delivery timeline for endorsement. 3.3 Identify potential risks which may impact on the proposed program. 3.4 Refine targets and objectives as required.
4. Identify the resources needed to implement the program	4.1 Identify the personnel and skills sets 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.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- scope a project

- collect and manage data
- identify and budget for program costs
- design and manage projects
- 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

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

Evidence Guide

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

Assessment must confirm the ability to:

- define terms of reference and context
- identify key stages and outcomes
- assess and define data management requirements
- identify the resources needed to undertake the program

Consistency in performance

Competency should be demonstrated on at least one occasion covering the scope of the unit of competence.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

- No specific requirements

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 in the Performance Criteria is detailed below.

Unit Sector(s)

Not applicable.