



Australian Government

DEFEV502 Evaluate and report collected information

Release: 1

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Modification History

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

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply diagnostic and mathematical skills to determine validity and appropriateness of collected data, and identify recommendations for action.

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 implementation 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. Determine whether data is covered by scope of program	1.1 Relevant evidence, facts and information are collected accurately and thoroughly. 1.2 Evaluation terms of reference and conditions are reviewed to determine whether data/information falls within project scope.
2. Apply and analyse established data	2.1 Validity of data/information is assessed. 2.2 Appropriate analysis techniques are applied and data is assessed thoroughly. 2.3 Trends and anomalies are accurately identified. 2.4 Data analysis techniques and procedures are documented.
3. Record data analysis	3.1 Findings are recorded. 3.2 Recommendations for action are analysed to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analysed and, outcomes are compared to the criteria established at the outset. 3.4 Findings are reported to stakeholders.

Required Skills and Knowledge

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

Required Skills

- apply attention to detail
- communicate facts in a fluent and clear manner
- research relevant information
- gather, manage and measure data
- plan activities
- analyse data
- negotiate and solve problems
- use a range of communication styles for different audiences and purposes
- respond to diversity, including gender and disability
- apply sustainability principles

Required Knowledge

- organisational protocols relating to client liaison (for example legal and organisation

requirements relating to:

- confidentiality
- accuracy
- discrimination)
- business mathematics and statistics
- data analysis techniques/procedures
- reporting requirements to a range of audiences
- legislation, policy and procedures relating to the conduct of evaluations
- organisational values, ethics and codes of conduct

Evidence Guide

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

Nil

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.

<i>Data</i> may include::	• categorical • qualitative • quantitative
<i>Project scope</i> may include:	• baseline studies for comparison • key performance indicators • key success areas • performance measures • results/outputs/outcomes • standards against which to compare quality
<i>Analyses techniques</i> may include::	• business intelligence • confirmatory • data mining • descriptive statistics • exploratory
<i>Techniques and procedures are documented</i> may include:	• reasons for adopting/incorporating certain evidence/information preferred over other evidence/information • reference to all evidence/information considered • the basis on which the decision was determined.
<i>Recommendations for action</i> may include:	• change management strategies • changes to services, products • compliance with standards • further review • improvement strategies • new goals • replacement • termination
<i>Reports</i> may include:	• draft reports • executive summaries • interim reports • presentations to meetings, groups, seminars • progress reports

Unit Sector(s)

Not applicable.