



Australian Government

Department of Education, Employment and Workplace Relations

RTD4910A Report on project

Release: 1

RTD4910A Report on project

Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of preparing a report on a community project for future group and program reference. It requires the ability to identify project processes and outcomes, prepare report and revise report for distribution. Reporting on projects requires knowledge of program objectives and guidelines, group procedures and recording, monitoring approaches, project background, processes and outcomes, agency procedures, and knowledge of capability of word processing packages.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Identify project processes and outcomes	1.1 Scope of report and target audience is identified in contract, program guidelines, agency procedures, and group committee decisions. 1.2 Background to project is researched from available records. 1.3 Information is collated from project records, monitoring records, and information provided by group and other stakeholders.
2 Prepare report	2.1 Framework of report is prepared to required scope, target audience and guidelines. 2.2 Project report is prepared from researched information to contract, agency and group requirements. 2.3 Conclusions are prepared in consultation with informed personnel. 2.4 Draft report is circulated to identified stakeholders for comment according to group requirements and agency procedures.
3 Revise report for distribution	3.1 Draft report is revised to address comments from consultation. 3.2 Any unresolved issues are submitted to group committee for decisions. 3.3 Approval is obtained for revised report in accordance with contract, group and agency requirements.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in preparing project report requires evidence that a report has been completed and distributed on a community project that has been prepared according to community and agency guidelines and best practice procedures. The skills and knowledge required to prepare project report must be **transferable** to a range of work environments and contexts. For example, this could include different community groups, projects and reporting formats.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:

Program objectives and guidelines.

Group procedures and recording, including group management and committee procedures.

Monitoring approaches.

Project background, processes and outcomes.

Agency procedures.

Knowledge of capability of word processing packages.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, some complementary skills are required. These skills include the ability to:

Research through records and oral reports.

Collate qualitative and quantitative information.

Develop report framework to suit requirements.

Prepare report text within framework.

Implement consultation processes to obtain information and obtain consensus on report.

Use word processing and spreadsheet packages.

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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| 1. How can communication of ideas and information (2) be applied? | By discussing verbally or in writing project reports with supervisors and others. |
| 2. How can information be collected, analysed and organised (3)? | Reporting on projects will require detailed information to be collected, analysed and organised by research and consultation. |
| 3. How are activities planned and organised (2)? | Reporting activities are planned and organised in accordance with project brief/agreement and management committee requirements. |
| 4. How can team work (2) be applied? | Reporting on projects will require coordination of self and others in a team. |
| 5. How can the use of mathematical ideas and techniques (2) be applied? | Mathematical techniques relating to data gathering and interpretation can be applied. |
| 6. How can problem-solving skills (2) be applied? | While reporting on projects, technical and organisational problems may arise requiring innovative solutions. |
| 7. How can the use of technology (2) be applied? | Word processing technology may be required. |

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

For information about **assessing this competency standard for consistent performance and where and how it may be assessed**, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range of Variables

The Range of Variables defines the different contexts, work environments and parameters governing the performance of this competency standard. The variables chosen in training and assessment will need to reflect local industry and regional contexts

What might the **scope of report and target audience** include?

It may be one or more local reports for use within a group or region, a report for use internally within the agency, a report defining outcomes for submission at the conclusion of a project, the group's own evaluation of the project processes and outcomes, a report of project processes and outcomes for publication, documentation of new or modified processes used in the project, a summary for use in a regional evaluation or a program evaluation, and it may include collation and analysis of both qualitative and quantitative information.

How may a **project** be described in this standard?

Separate project activity funded under program for specific purposes which may require separate accounts and accounting records. Regular reporting may be required on project basis.

What is meant by the term **contract**?

It is the contract under which the project funds were provided.

What are the **program guidelines** relevant to this standard?

Guidelines published by department/authority administering the program.

Which **agencies** might be relevant?

Commonwealth, State or Territory department or statutory body managing a program.

Which **group** might be included?

Local group working within a program or a number of local groups working together for the purpose of completing the project, and groups may be incorporated or unincorporated according to the program requirements.

What **monitoring records** may be included in this standard?

Records monitoring conditions before, during and after the project, or monitoring covering factors considered important in terms of the program and/or project. They

	may be numeric data, samples, photographs, and descriptions, and may include biodiversity, state of soil, water and/or air, health and behaviour of living things, or comments and observations by clients.
Who might the other stakeholders within this standard include?	People within the group, clients of the group and/or program, local government, other groups, regional facilitators/coordinators as agents of agency, and the agency.
What might be included in the framework of report ?	Report headings, may be provided or determined by report writer(s), and report abstract.
What could be included in the program ?	Commonwealth Government community programs under the Natural Heritage Trust, Rural Industry Programs, Business Programs and State Government community programs related to the environment.
What levels of literacy are included?	Interpretation of contracts and guidelines, review, analysis and collation of data, and development of framework and text for report.
What forms of communication may be relevant?	Identifying and recording oral information and consultation with group committee, stakeholders, agency and representatives.
For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.	

Unit Sector(s)

Not applicable.