Modification history

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| Release | Comments |
| Release 2 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0. |
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0. |

| AHCNRM602 | Develop a monitoring, evaluation and reporting program |
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| Application | This unit of competency describes the skills and knowledge required to develop a monitoring, evaluation and reporting program for a land management organisation to measure progress against targets and reporting responsibilities.  The unit applies to individuals who are land managers and use the Monitoring, Evaluation, Reporting and Improvement (MERI) framework to manage human, social, natural, physical and financial assets in natural resource management. They apply knowledge and skills in land management with autonomy and judgement and analyse information to complete activities, interpret and transmit solutions to others.  No licensing, legislative or certification requirements are known to apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Natural Resource Management (NRM) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Define terms of reference, scope and evaluation context | 1.1 Identify and clarify the scope of the MERI activity  1.2 Identify the key stakeholders who will be consulted  1.3 Select evaluation and monitoring methods best suited to size and significance of the program  1.4 Define terms of reference  1.5 Review existing evidence and literature relevant to the proposed evaluation  1.6 Develop an evaluation methodology that supports broader management targets, natural resource management standards, targets and outputs |
| 2. Identify the key stages and outcomes of the program | 2.1 Define key stages, milestones and timeframes for the MERI activity  2.2 Advise stakeholders of program and delivery timeframe for endorsement  2.3 Identify hazards and risks which impact on the proposed program  2.4 Refine targets and objectives |
| 3. Define reporting and record keeping requirements for data management | 3.1 Identify data collection, management and reporting requirements according to identified objectives  3.2 Identify existing data sets to be accessed for the program  3.3 Design data collection protocols and methodology according to workplace standards and required formats  3.4 Identify data formatting, secure storage and data access procedures  3.5 Identify information products required for stakeholders  3.6 Produce reports to suit program stakeholders |
| 4. Identify the resources needed to implement the program | 4.1 Identify human resources and skill sets required to implement the monitoring and evaluation program  4.2 Assess the material resources required to undertake the work |
| 5. Design and manage the monitoring, evaluation and reporting program plan | 5.1 Document the program plan to workplace requirements  5.2 Specify reporting requirements for the program  5.3 Incorporate work health and safety, environmental sustainability and biosecurity policies and procedures into the plan |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Conduct literature reviews and other desktop research to establish the scope and objectives of the MERI program |
| Writing | * Demonstrate sophisticated writing skills by selecting appropriate conventions and stylistic devices to express precise meaning and understanding when documenting MERI programs |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AHCNRM602 Develop a monitoring, evaluation and reporting program  Release 2 | AHCBUS606 Develop a monitoring, evaluation and reporting program  Release 1 | Minor changes to Application and Performance Criteria for clarity  Update Performance Evidence, Knowledge Evidence and Assessment Conditions | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 |

| TITLE | Assessment requirements for AHCNRM602 Develop a monitoring, evaluation and reporting program |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that on at least one occasion the individual has develop a monitoring, evaluation and reporting program for a land management organisation in accordance with the Monitoring, Evaluation, Reporting and Improvement (MERI) Framework.  There must also be evidence that the individual has:   * scoped a project which included: * outcomes sought * target audience who will use the information * for what purpose the MERI is to be conducted * identified key stakeholders and defined terms of reference and context * identified key stages and outcomes of the project * assessed and defined data management requirements according to project requirements and objectives * identified the resources needed to undertake the program, including: * financial * equipment * material * and human resources * developed data collection, management and analysis methodology and procedures * designed and managed a monitoring, evaluation and reporting program * produced reports and planning documents to workplace standards * reviewed existing data and information for plan, according to workplace requirements * incorporate work health and safety practices, policies and procedures into the program. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * program design considerations, including: * equality * technical validation * ethical standards * quantitative and qualitative methods for monitoring and evaluation * data management techniques * conducting a literature review, including sources of existing evidence and literature relevant to the program * MERI framework data collection protocols * stakeholders and their needs for data access, analysis for decision making * risks assessment of the program including health and safety. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in an environment that accurately represents workplace conditions * specifications: * use of workplace policies, procedures and processes for formatting and documenting, reports, data sets and plans * a project on which to employ MERI * access to specific legislation and codes of practice for conducting MERI projects * relationships: * stakeholders   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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