Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 8.0.

AHCBUS4XX	Report on a project
Application	This unit of competency describes the skills and knowledge required to review and report on a project to meet organisational and funder requirements. The unit applies to individuals who apply specialist skills and knowledge to report on projects. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Business (BUS)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify project processes and outcomes	1.1 Identify scope of report and target audience from contract, program guidelines or procedures 1.2 Research project background 1.3 Collate project information
2. Prepare report	2.1 Prepare framework and format of report to required scope, target audience and guidelines 2.2 Prepare project report from researched information 2.3 Prepare conclusions in consultation with personnel 2.4 Circulate draft report to stakeholders for comment
3. Revise report for distribution	3.1 Revise draft report to address comments from consultation 3.2 Submit any unresolved issues to stakeholders for decision 3.3 Obtain approval for revised report in accordance with contract, program guidelines or procedures 3.4 Complete project report requirements within approved timeframes

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.

Skill	Description
Reading	• Identify and interpret information regarding requirements for project reporting
Oral communication	• Initiate discussions with consultation personnel, using clear language and standard industry terminology to discuss research information and prepare conclusions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS4XX Report on a project	AHCCCF402 Report on project	Minor changes to unit title, application and sector Minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

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

TITLE	Assessment requirements for AHCBUS4XX Report on a project

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has reported on a project on at least one occasion and has:

- collated the documentation for the background and aims, budget, timelines, and resources allocated for the project
- prepared a report format that complies with organisational and funding organisation requirements
- applied drafting and editing techniques in report writing
- implemented consultation processes to determine report conclusions
- responded to feedback on draft report and finalised the version to be published and distributed
- developed project reports to organisational and funding organisation standards
- finalised report within approved timeframe.

Knowledge Evidence

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 objectives and guidelines
- project report formats
- reporting requirements
- project background, processes and outcomes
- procedures for drafting, consultation and finalising project reports.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - project report contract, program guidelines or procedures
  - project records
  - computer hardware and software
- relationships:
  - consultation personnel.

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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