

AHCCCF402A Report on project

ASSESSMENT TASKS

*Student Instructions*

1. Complete all tasks and activities using available class time, class notes and other resources.
2. Work may be submitted in either hard or soft copy.
3. Every assessment submitted requires a complete cover page noting the authenticity declaration, your student number and task name and number. Assessments may not be received without a complete cover page. If submitting via email you still require a cover page as first page of your assessment task.
4. Work to the timelines set by your teacher. Late submission may result in loss of marks. Teachers may not remind you of due dates, you are responsible for submitting on time.
5. Each assignment needs to be passed and will contribute to the overall assessment grade for this unit.
6. Practical or observation based assessment tasks require your presence and participation; you are responsible for tracking your tasks and ensuring they are achieved.

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| **AHCCCF402A Report on project**ASSESSMENT TASKS |
| **Name** |  |
| **Student ID No** |  |
| **Class Code** |  |
| **Assessment Task** (Name & No. as per handout) |  |
| **Facilitator Name** |  |
| **Due Date** |  | **Submitted Date** |  |

***In submitting this assignment for assessment, the student acknowledges that:***

* ***References are included, where applicable***
* ***A backup copy of the assignment has been retained by the student***
* ***The Chisholm Institute policy on plagiarism has not been breached
(that is, the contents of the assignment are all the work of the student, including in-class small group work and work in the student’s practice environment).***

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| ***Department Use Only:***  ***ASSESSMENT TASK DECISION*** ***Comments:*** |
| ***Task Outcome:*** **🞏** fail <50% **🞏** pass 50-59% **🞏** credit 60-69**% 🞏** distinction 70-79**%** **🞏** high distinction 80-100% |
| *Entering a grade and saving associated evidence in Chisholm Institute’s files provides verification by the assessor.*Assessor Name: Date: / / |



**AHCCCF402A Report on project**

ASSESSMENT TASKS

This unit covers preparation of reporting on projects and defines the standard required to: collate the documentation for the background and aims, budget, timelines, and resources allocated for the project; prepare a report template that complies with organisational and funding organisations requirements; write a project report to draft stage; implement consultation processes to obtain information and obtain consensus on report; respond to feedback on draft report and finalise the version to be published and distributed

*Successful completion of three tasks is required for this unit. The assessment task requires students to research a variety of community groups undertaking conservation projects and chose one project to be the focus of all assessment tasks. When looking into groups and projects ensure the project is large enough to provide the details you need to write about. Preferably there are several components to the project.*

1. ***Report on a project plan – 20%***

Prepare a plan for your report. This plan will include a brainstorm of things you need to do, people to talk to, questions to ask, and information to obtain. After your brainstorm organise the actions under the headings of:

* Organisation background
* Project background and aims
* Timelines
* Resources

You will need to determine documentation you need to collect for the project background, aims, timelines, people and resources. List this required documentation. How are funds raised for the project, are grants sought and what are the requirements of the grants? Are there organisational or funding body requirements on how and what needs to be reported for the project? You will prepare a list of questions that you need to ask the group, their contact details and people you will contact. Many of these questions may have come from your brainstorm and you may need to add additional questions. Once you have detailed all that you need to do and find out in order to report on a project you need to present this as an easy to read plan that list the actions you need to take, when you need to complete them by and documents when they have been completed. You need to show the process you went through in creating a plan and therefore you need to submit your brainstorm documentation, lists of questions you have for the group, list of documents you may like to obtain and your sequenced, prioritised plan of actions.

1. ***Consultation Records - 20%***

Documenting communication and consultation can have many benefits. This task requires you to record your communication with the community group members and those involved in the project. You will record the date, person you consulted with, a summary of the discussion and any actions that need to be taken as a result of the consultation. This could be done journal style or you could create a table or spreadsheet. Make sure you have determined the questions you need to ask before meeting with anyone as per previous assessment task. You will also need to seek feedback on your report when it’s in draft and at completion, this communication needs to be recorded also. Include a brief discussion about this process, what were the challenging aspects of this process and what recommendations do you have for improvement.

1. **Report on a community project – 60%**

Two components to this project:

1. Prepare a report 40% b. PowerPoint Presentation 20%

*Prepare a report on a project.* You will use all the information you have gathered in the previous assessment tasks to create a report on the project. You will have sought feedback from your group throughout the draft process and upon completion so be aware of the timeframe in order to include this.

As well as the items listed in task 1 & 2 make sure you:

Identify the project processes and outcomes – background to the project, scope of the project, program guidelines, agency procedures, group committee decisions, OHS&E management procedures

Include details of your consultation process.

Provide project timelines and resource spreadsheets.

Determine and document what monitoring is required to determine project outcomes.

Discussion/recommendations – your evaluation on projects value, project management processes, is there room for improvement, if so where and how? What recommendations do you make?

*PowerPoint Presentation*

Prepare and present a PowerPoint presentation on your report. Presentation should be at least 5mins and display in PowerPoint form the contents of your report. Begin with some details on the initial brainstorm and consultation process.

***Rubrics***

***Task 1 Report on a project plan – 20%***

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| **Competence Description** | **GP - PASS****50/59%** | **G3 - Credit 60-69%** | **G2 – Distinction 70 – 79%** | **G1 – High Distinction****80 – 100%** |
| **Brainstorm**  (4) | (2)Supplies brief information around most topic areas of the project.  | (2.5)Shows thinking about information required around all issues, some key aspects missing. | (3)Shows detailed thinking about the information and process required around all issues.  | (4)Shows detailed thinking about the information and process required around all issues and then some.  |
| **Documentation Required (4)** | (2)A brief list of minimal documents required are listed. | (2.5)A moderate amount of required documents are listed. | (3)A detailed amount of required documents are listed.  | (4)A detailed amount of required documents are listed covering all aspects of the project. |
| **Questions for group (4)** | (2)Questions for group are supplied but brief and not logically sequenced or under appropriate headings. | (2.5)Detailed questions for group are supplied but not logically sequenced or under appropriate headings. | (3)Detailed questions for group are supplied and are logically sequenced or under appropriate headings but not both. | (4)Detailed questions for group are supplied logically sequenced and under appropriate headings.  |
| **Plan of actions (4)** | (2)A plan of required actions is supplied but lacks some details and is not logically sequenced or neatly presented.  | (2.5)A detailed plan of required actions is supplied but lacks some minor details and is either not logically sequenced or neatly presented. | (3)A detailed plan of required actions is supplied and is logically sequenced and neatly presented. | (4)A detailed plan of required actions is supplied and is logically sequenced and neatly presented. Includes additional information such a contact person, source of information or follow up actions that may stem from action. |
| **Presentation (4)** | (2)Basic presentation, no pages numbers and order of contents is not logical.  | (2.5)Good presentation, pages numbered, logical sequence.  | (3)Excellent, consistent presentation, pages numbered, logical sequence. | (4)Excellent, consistent presentation, pages numbered, logical sequence. Includes some discussion and explanation for each component.  |

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| **Scoring Guide** | **GP - PASS****50/59%** | **G3 - Credit 60-69%** | **G2 – Distinction 70 – 79%** | **G1 – High Distinction****80 – 100%** |
| ***Task value*** | **minimal response**  | **moderate level response** | **high level effort response** | **high effort & additional beyond task** |
| **1** | 0.5 | 0.6 | 0.7 | 1 |
| **2** | 1 | 1.2 | 1.5 | 2 |
| **3** | 1.5 | 2 | 2.5 | 3 |
| **4** | 2 | 2.5 | 3 | 4 |
| **5** | 2.5 | 3 | 3.5 | 5 |
| **10** | 5 | 6 | 7 | 10 |

***Task 2 – Consultation Records – 20%***

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| **Competence Description** | **GP - PASS****50/59%** | **G3 - Credit 60-69%** | **G2 – Distinction 70 – 79%** | **G1 – High Distinction****80 – 100%** |
| **Consultation** (4) | (2)A minimal amount of consultation has occurred.  | (2.5)A moderate amount of consultation has occurred. | (3)A detailed amount of consultation has occurred.  | (4)An extensive amount of consultation has occurred.  |
| **Documented consultation** (4) | (2)rief documentation of consultation has been supplied but lacks details or date, person consulted or actions arising from consultation.  | (2.5)Brief documentation of consultation has been supplied and included details of consultation, date, person consulted and actions arising from consultation. | (3)Detailed and concise documentation of consultation has been supplied and included details of consultation, date, person consulted and actions arising from consultation. | (4)Detailed and concise documentation of consultation has been supplied and included details of consultation, date, person consulted and actions arising from consultation. Additional information on the consultation and/or information gathering has been supplied or discussed |
| **Feedback** (4) | (2)Little or no feedback has been sort or documented. | (2.5)Feedback has been sought and documented. | (3)Feedback has been sought and documented and acted upon when required. | (4)Feedback has been sought, documented, discussed and acted upon when required. |
| **Discussion** (4) | (2)Discussion is limited.  | (2.5)Discussion is detailed but does not make suggestions for improvement.  | (3)Discussion is detailed and makes suggestions for improvement. | (4)Discussion is detailed and makes suggestions for improvement. |
| **Presentation** (4) | (2)Basic presentation, no pages numbers and order of contents is not logical.  | (2.5)Good presentation, pages numbered, logical sequence.  | (3)Excellent, consistent presentation, pages numbered, logical sequence. | (4)Excellent, consistent presentation, pages numbered, logical sequence. Includes some discussion and explanation for each component.  |

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| **Scoring Guide** | **GP - PASS****50/59%** | **G3 - Credit 60-69%** | **G2 – Distinction 70 – 79%** | **G1 – High Distinction****80 – 100%** |
| ***Task value*** | **minimal response**  | **moderate level response** | **high level effort response** | **high effort & additional beyond task** |
| **1** | 0.5 | 0.6 | 0.7 | 1 |
| **2** | 1 | 1.2 | 1.5 | 2 |
| **3** | 1.5 | 2 | 2.5 | 3 |
| **4** | 2 | 2.5 | 3 | 4 |
| **5** | 2.5 | 3 | 3.5 | 5 |
| **10** | 5 | 6 | 7 | 10 |

***Task 3a– Report on a Community Project – 40%***

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| **Competence Description** | **GP - PASS****50/59%** | **G3 - Credit 60-69%** | **G2 – Distinction 70 – 79%** | **G1 – High Distinction****80 – 100%** |
| **Identify the project processes and outcomes(10)**– background to the project- scope of the project-program guidelines-agency procedures-group committee decisions- OHS&E management procedures | (5)Supplies brief information around most topic areas of the project.  | (6)Supplies brief information on all required topic areas, lacks some depth.  | (7)Supplies detailed information on all topic areas.  | (10)Supplies detailed information on all topic areas and then some.  |
| **Project Timeline (5)** | (2.5)Brief project timeline is supplied but not logically sequenced or neatly presented.  | (3)Brief project timeline is supplied, it is logically sequenced or neatly presented but not both.  | (3.5)Detailed project timeline is supplied, it is logically sequenced or neatly presented but not both. | (5)Detailed project timeline is supplied, it is logically sequenced and neatly presented. |
| **Project resources (5)** | (2.5)A brief list of project resources is supplied but is missing some aspects.  | (3)A brief list of project resources is supplied. | (3.5)An detailed list of project resources is supplied and presented neatly and logically. | (5)An exhaustive detailed list of project resources is supplied and presented neatly and logically, associated with relevant project actions.  |
| **Monitoring (5)**What monitoring is required to determine project outcomes? | (2.5)Minimal mention is made of monitoring required, if none required no recommendations have been made for potential monitoring.  | (3)Minimal mention is made of monitoring required, if none required then recommendations have been made for potential monitoring of some but not all aspects of the project. | (3.5)Monitoring requirements have been discussed in detail and recommendations have been made for potential monitoring of some but not all aspects of the project. | (5)Monitoring requirements have been discussed in detail and recommendations have been made for potential monitoring of all aspects of the project. |
| **Discussion/recommendations(10)**Evaluation on projects value, project management processes, is there room for improvement, if so where and how? What recommendations do you make?  | (5)Brief discussion of some but not all topics listed.  | (6)Brief discussion of all topics listed. | (7)Detailed discussion of all topics listed with excellent recommendations for improvements made.  | (10)Detailed discussion of all topics listed with excellent and innovative recommendations for improvements made. |
| **Presentation (5)** | (2.5)Basic presentation, no pages numbers and order of contents is not logical.  | (3)Good presentation, pages numbered, logical sequence.  | (3.5)Excellent, consistent presentation, pages numbered, logical sequence. | (5)Excellent, consistent presentation, pages numbered, logical sequence. Includes some discussion and explanation for each component.  |

***Task 3b– Report on a Community Project – PowerPoint – 20%***

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| **Competence Description** | **GP - PASS****50/59%** | **G3 - Credit 60-69%** | **G2 – Distinction 70 – 79%** | **G1 – High Distinction****80 – 100%** |
| **Planning process** (3) | (1.5)Contains little information on the planning process.  | (2)Contains some information on the planning process.  | (2.5)All required information is discerned with clarity and precision  | (3)All required information is discerned with clarity and precision and contains recommendations on improvements. |
| **Consultation process(3)** | (1.5)Contains little information on the consultation process.  | (2)Contains some information on the consultation process.  | (2.5)All required information is discerned with clarity and precision  | (3)All required information is discerned with clarity and precision and contains recommendations on improvements. |
| **Project Report(6)** | (3)Supplies most of the required information on the report but is not concise or logically ordered. | (4)Supplies all of the required information on the report but is either not concise or logically ordered but not both. | (5)Supplies all of the required information on the report and is concise and logically.  | (6)Supplies all of the required information on the report and is concise and logically. Contains recommendations on improvements to be made to the project and project reporting process.  |
| **Personal Presentation Skills (4)** | (2)Speaks clearly and unclearly in different portions. Occasionally engages the audience. | (2.5)Speaks clearly and uses suitable volume and pace. Takes steps to engage the audience. | (3)Speaks clearly, effectively and confidently using suitable volume and pace. Fully engages the audience. | (4)Speaks clearly, effectively and confidently using suitable volume and pace. Fully engages the audience. |
| **PowerPoint Presentation (4)** | (2)The presentation contains limited relevant information. Sequence of information is not logical. Slides contain images, blocks of text and animation | (2.5)The presentation includes some relevant information. Slides contain images, blocks of text and animation.  | (3)The presentation includes relevant information. Sequence flows and is logical. Slides contain images, text and limited animation.  | (4)The presentation is simple and includes relevant information. Sequence flows and is logical. Slides contain good quality images, limited text and limited animation.  |