

Prerequisite competency completion		
Not applicable. There are no prerequisite requirements.		
Required reports completion		
Has the candidate successfully completed the required reports ?	Yes/No (Y/N)	Signed (Initialled)
Arborists reports		
Glossary of arboricultural terminology		
Mandatory Equipment (as a minimum)		
Has each of the mandatory equipment items been used to gather evidence for assessment?	Yes/No (Y/N)	Signed (Initialled)
computer		
digital camera/phone camera		
internet connection		
word processing software		
trees		
Knowledge Evidence		
Has the candidate successfully completed the Knowledge Evidence requirements by demonstrating knowledge of each of the line items below?	Yes/No (Y/N)	Signed (Initialled)
Report writing		
research		
information research:		
– assessment of primary and secondary sources of research material		
– methods of determining information validity and reliability		
report content		
system of brief, method, observation, conclusion and recommendations		
specific focus points within report topics		
textual and visual content of report:		
– required arboricultural content		
obtaining and recording information from test results		
report presentation styles		
reporting and presentation styles for statutory and client outcomes		

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requirements for specific document content and layout:		
– using accepted arboriculture industry conventions		
computer and software applications to edit documents		
production of word-processor documents		
custom document templates		
document elements:		
– title		
– page numbers		
– table of contents		
– footers		
– headers		
– watermark		
– logo		
– tables		
– charts		
– diagrams		
– art		
images and other copyright information		
permissions for use of copyright information		
language use:		
– grammar		
– syntax		
– text content		
– punctuation		
– spelling		
– active voice		
– passive voice		
– evaluation of impact of using active and passive voice		
report methodology		
report methodology		
limits and assumptions of reports		
assessment of a body of evidentiary data		
evaluation of supporting and contradictory evidence		
consideration of different viewpoints in making informed decisions		
decision-making processes		
formulation of conclusive determinations		

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draft documentation		
draft document preparation		
drafting final sections of report document		
client feedback:		
– seeking feedback on prepared report		
– editing report based on feedback provided if applicable		
report production		
final report:		
– formulation		
– formatting		
– writing		
development of a report summary		
formats		
terminology		
environment		
consulting arborist terminology		
production of a glossary of arboricultural terminology and industry jargon		
Performance evidence		
The candidate must produce a body of work compiling evidentiary data, research material, data, observations and test results into a stylised presentation of custom format using component industry conventions.		
Has the candidate successfully completed the requirements of the performance evidence as per listed line item below?	Yes/No (Y/N)	Signed (Initialled)
The candidate must produce a body of work compiling evidentiary data, research material, data, observations and test results into a stylised presentation of custom format using component industry conventions?		
Has the candidate successfully demonstrated the Performance Evidence requirements of the unit of competency AHCARB506 Prepare arborist reports, and as per listed line items below?		
determining the client brief and manage client expectations		
determining client need for evidentiary data records		
determining statutory requirements for report		
establishing specific focus points within report topic		
establishing report limits and assumptions		
determining arboricultural content required by evaluation of all relevant requirements and limitations		

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determining the textual and visual content of report		
researching information about topic and specific focus points		
assessing primary and secondary sources of research material		
inspecting and recording details and observations of site, trees, location and matters relevant to focus points and topic		
recording relevant visual evidence using photographic equipment		
obtaining and recording information from test results		
collating observations, test results, research material and inspection data into a body of evidentiary data		
backing up and storing data for later retrieval		
determining presentation style of report to meet client and statutory outcomes		
determining requirements for specific document content and layout using accepted arboriculture industry conventions		
obtaining necessary permissions for use of tables, diagrams or other copyright information		
utilising appropriate custom document templates, logo, tables, charts, and art required to produce word-processor documents		
inserting required document elements such as title, page numbers, table of contents, footers and headers and watermark		
incorporating collated data, information and evidentiary data into formatted body of the report		
operating computer and software application to edit document for language use, text content, spelling, grammar and punctuation appropriate for consulting arborists		
assessing a body of evidentiary data		
determining value of supporting and contradictory evidence		
using considered viewpoints to make an informed decision		
formulating a conclusive determination		
informing client whether or not determination can meet the client brief		
developing a set of recommendations based on that determination in accordance with the client brief		
preparing a draft document based on brief, method, observation, conclusion and recommendations system		
evaluating the impact of using active and passive voice		
seeking feedback on prepared report		
responding to feedback and editing report based on feedback provided		
drafting final sections of report document		

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developing summary of report			
producing final version of arboricultural report			
delivering final report to client and statutory authority			
formulating a glossary of arboricultural terminology and industry jargon.			
Assessment conditions			
Assessment may be conducted in a simulated or real work environment; however, determination of competency requires the application of work practices under work conditions.		Yes/No (Y/N)	Signed (Initialled)
Have assessments been demonstrated consistently over time?			
Have assessments been demonstrated in a suitable range of contexts?			
Have assessments been demonstrated with a productivity-based outcome?			
Have assessments been demonstrated with multiple assessment events and reports?			
Assessor Declaration			
Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.		Yes/No (Y/N)	Signed (Initialled)
Has assessment been conducted only by persons who have:			
<ul style="list-style-type: none"> • arboriculture vocational competencies at least to the level being assessed? 			
<ul style="list-style-type: none"> • current arboriculture industry skills directly relevant to the unit of competency being assessed? 			
Assessor name	Assessor qualification	Year	Full Signature
Competency Determination			
This section determines the skills and knowledge required to prepare arborist reports with specific arboricultural content at consultant level.			Competent /Not yet competent
The candidate is competent in preparing arborist reports.			
Competency Assessment Completion			
Assessor name	Date	Full Signature	

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