

SKAB241

Monitor, evaluate and report on an expedition



Overview

Evaluation is the key to effective expedition management. Only by monitoring on an ongoing basis and measuring the achievement of aims and objectives can you firstly manage the expedition successfully and then report to stakeholders and learn lessons for future work.

The unit is recommended for anyone involved in managing and delivering expeditions.

SKAB241

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Performance criteria

You must be able to:

- P1 check the objectives, requirements and critical success factors for the expedition
- P2 identify, collect and analyse the information you need to evaluate the expedition against these objectives, requirements and critical success factors
- P3 establish the systems and intervals at which monitoring will take place and implement monitoring accordingly
- P4 identify and report any difficulties to the appropriate colleague/stakeholder
- P5 evaluate all aspects of expedition planning and implementation, including incidents and 'near misses'
- P6 identify reasons for success and failure and draw out key lessons for future work
- P7 provide a report which:
 - P7.1 details the information that has been used and the information sources
 - P7.2 explains how the information has been analysed
 - P7.3 draws conclusions and makes recommendations that are evidence-based
 - P7.4 is presented in a format that meets the needs of colleagues and other stakeholders
- P8 follow agreed procedures for disseminating the report, maintaining any agreements on confidentiality

SKAB241

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Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 explain the importance of monitoring, evaluating and reporting on an expedition
- K2 explain the role that monitoring and evaluation plays in continuous performance improvement for your own organisation and for other stakeholders
- K3 describe the principles and methods involved in monitoring and evaluation
- K4 identify the main information sources you can use to monitor and evaluate an expedition and describe how to access these
- K5 explain why it is important to verify information you use for monitoring and evaluation and describe how to do this
- K6 describe the different types of information you can use and their relative value to an evaluation
- K7 describe the processes you can use to collate and analyse expedition information
- K8 describe the key components that should appear in an evaluation report
- K9 explain the importance of confidentiality and identify what types of information might be confidential and describe how you should treat this

You need to know and understand:

Industry/sector specific knowledge and understanding

- K10 describe the specific processes involved in evaluating expeditions in your sector

You need to know and understand:

Context specific knowledge and understanding

- K11 describe the policies and procedures of your organisation in relation to monitoring and evaluating expeditions
- K12 describe the extent of your own responsibilities for evaluation
- K13 describe the expectations and requirements of different stakeholders for evaluation and reporting
- K14 describe how your role relates to the roles of others in your organisation
- K15 describe the main responsibilities of colleagues with whom you work when evaluating an expedition and other organisations with whom you can liaise

SKAB241

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Additional Information

Skills

Listed below are the main generic 'skills' which need to be applied in this unit. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Research
2. Communication
3. Information management
4. Analysis
5. Evaluation
6. Continuous improvement
7. Reporting

Behaviours

1. You check the validity and reliability of information
2. You analyse and structure information to develop knowledge that can be shared
3. You give people opportunities to provide feedback and you respond appropriately
4. You present information clearly, concisely, accurately and in ways that promote understanding
5. You give feedback to others to help them improve their performance
6. You constantly seek to improve performance
7. You constructively challenge the status quo and seek better alternatives
8. You recognise recurring problems and promote changes to structures, systems and processes to resolve these
9. You reflect regularly on your own and others' experiences, and use these to inform future action

Links to other NOS

This unit is linked to units SKAB239 Scope and develop the concept and purpose of an expedition and SKAB240 Negotiate agree and develop a plan for an expedition in the suite of National Occupational Standards for Expedition Leadership and Management

SKAB241

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Developed by	SkillsActive
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Suite	Expedition Leadership and Management
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