Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK503A Prepare reports

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

AHCWRK503A Prepare reports

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of preparing comprehensive reports for a rural, horticultural or land management setting and defines the standard required to: identify the purpose of the report and verify it with the client; conduct research and compile information; draw conclusions from research supported by reasoned argument and supporting information; make recommendations if required and reference to information and conclusions; produce a correctly formatted report document that uses appropriate language and terminology, is arranged in a logical order, and provides details on information sources and consultation.

Application of the Unit

Application of the unit	This unit applies to enterprise or project managers for a rural, horticultural or land management enterprise or project. The task is carried out independently with access to technical information and support where required.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

AgriFood Skills Australia

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Research material	1.1. Topic of the report is identified and described. 1.2. Sources of information are determined. 1.3. Information appropriate to the task is collected and organised according to enterprise standards.
2. Evaluate information	2.1. Information collected is relevant and sufficient to provide a full report. 2.2. Where information is unclear or difficult to understand, clarification and assistance is sought. 2.3. Where available information is inadequate, additional information is obtained. 2.4. Information is assessed for its validity and reliability, and is organised into a suitable form to aid decision-making. 2.5. Conclusions drawn from relevant information are based on reasoned argument and appropriate evidence.
3. Produce a document	3.1. Language is applicable to the task and audience. 3.2. The document is organised logically, is structured and balanced according to purpose, audience and context. 3.3. The document is formatted and presented according to business and enterprise standards. 3.4. Conclusions reached reflect the stated objectives of the report. 3.5. Preparation is completed within the specified timeframe. 3.6. Enterprise and Occupational Health and Safety (OHS) requirements and procedures are followed.
4. Deliver an oral presentation	4.1. Language is applicable to the task and audience. 4.2. Presentation is organised logically, is structured and balanced according to purpose, audience and context. 4.3. Concise and well presented support materials are used in oral presentations to reflect industry standards. 4.4. Efficient time use allows clear presentation of the desired topic. 4.5. Oral presentation is delivered within a specified time.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- research material   - evaluate information   - use literacy skills to fulfil job roles as required by the organisation.   The level of skill may range from reading and understanding documentation to completion of written reports   - use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views   - use numeracy skills to estimate, calculate and record complex workplace measures   - use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.
Required knowledge
- information and research sources   - report structure and presentation   - public presentation techniques and approaches.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: - identify the purpose of the report and verify it with the client - conduct research and compile information - draw conclusions from research supported by reasoned argument and supporting information - make recommendations if required and reference to information and conclusions - produce a correctly formatted report document that uses appropriate language and terminology, is arranged in a logical order, and provides details on information sources and consultation.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Reports may include:	- a range of sources of information that reports may be based on including: - field work - research materials - published books - academic reports

AgriFood Skills Australia

RANGE STATEMENT	
	• industry reports
	• colleagues
	• computer software
	• internet
	• newspapers
	• journals
	• industry publications
	• industry specialists and experts.

Unit Sector(s)

Unit sector	Work

Co-requisite units

Co-requisite units		

Competency field

Competency field	