



**Australian Government**

# **Assessment Requirements for MEM16010**

## **Write reports**

**Release: 1**

# Assessment Requirements for MEM16010 Write reports

## Modification History

Release 1. Supersedes and is equivalent to MEM16010A Write reports

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying report requirements and required resources and confirming with appropriate personnel
- preparing the type of report to be written according to report requirements
- writing the report using principles of report writing appropriate to the reader
- presenting findings and conclusions based on factual analysis, making recommendations and supplying supporting evidence, as required
- copying and distributing report and storing according to workplace procedures.

## Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- principles of report writing
- report types and purposes
- structure, style and parts of a report
- use of language and expression in reports
- common writing pitfalls
- report numbering systems
- techniques for reviewing and editing
- importance and benefits of preparing reports appropriate for the intended audience
- referencing and the importance of acknowledging sources.

## Assessment Conditions

- Assessors must:
  - have vocational competency in writing reports at least to the level being assessed with relevant industry knowledge and experience

- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>