



Australian Government

Assessment Requirements for MEM16014 Report technical information

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM16014A Report technical information

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 reporting requirements and confirming with appropriate personnel
- preparing report to convey technical information ensuring content contains all available information, conclusions and description of the methodology involved in preparing and analysing the technical information in the report
- using terminology and language appropriate to the target audience
- presenting findings and conclusions based on factual information and making recommendations and alternatives with supporting evidence
- copying, distributing and storing report according to 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
- reporting methods and purposes
- structure, style and parts of a technical report
- correct use of language and expression
- techniques for checking 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 reporting technical information 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>