![Australian Government](Australian Government logo with coat of arms)

MEM16014 Report technical information

Release: 1

MEM16014 Report technical information

Modification History

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

Application

This unit of competency defines the skills and knowledge required to prepare reports of a technical nature on tasks or assignments within the employee's skill and competence. The technical information being reported is based on analysis and/or research appropriate for the information being conveyed and applies to the reporting of technical and engineering information beyond simple communication of facts (including completion of a proforma shift production schedule).

Where an individual works with others, such as within a section or department, unit MEM13015 Work safely and effectively in manufacturing and engineering should be regarded as sufficient.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: **B**

Unit Weight: **2**

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 **Identify information required for**	1.1 Follow standard operating procedures and comply with work health and safety (WHS) requirements at all times
	1.2 Identify reporting requirements according to procedures

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	report	and confirm with appropriate persons, as necessary
		1.3 Determine methods for investigating and justifying information to be presented
2 **Prepare report**		2.1 Access information required for the report according to workplace procedures
		2.2 Assess information for currency, accuracy and relevance for inclusion in report
		2.3 Ensure the content, structure and format of information is appropriate for the information and type of report
		2.4 Base findings and conclusions on factual analysis
		2.5 Give recommendations and alternatives and supply supporting evidence as required
		2.6 Copy the report, distribute and store according to instructions and workplace procedures

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Report structure includes the following:	• reference to the scope of the report
	• justification for any conclusions
	• references to any authorities or persons responsible for investigations and or conclusions
	• description of the methodology involved in preparing and

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analysing the technical information in the report

Report types include one (1) or more of the following:	• accident/injury report • equipment purchase report • condition monitoring report • test results • production data • a standard workplace format • memoranda • written short reports
Reporting requirements include one (1) or more of the following:	• purpose • expected outcomes • scope and nature • timeframe • required resources

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2