



Australian Government

Department of Education, Employment and Workplace Relations

MEM16014A Report technical information

Release: 1

MEM16014A Report technical information

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers preparing reports of a technical nature on tasks or assignments within the employee's skill and competence.
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Application of the Unit

Application of the unit	<p>This unit applied to the reporting of technical and engineering information beyond simple communication of facts (such as completion of a pro forma shift production schedule). The technical information being reported is based on analysis and/or research appropriate for the information being conveyed.</p> <p>The unit assumes that the person reporting the technical information has the technical skills to either have undertaken the analysis and reporting themselves or to be able to critically discuss and answer questions on the information that is being reported.</p> <p>If detailed data research and analysis is necessary to produce information for the report, Unit MEM16009A (Research and analyse engineering information) should also be selected.</p> <p>Where detailed/complex written reports are required, Unit MEM16010A (Write reports) should be considered.</p> <p>Band: B</p> <p>Unit Weight: 2</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM16006A	Organise and communicate information

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify information required for report	1.1. Reporting requirements are identified according to standard operating procedures and confirmed where necessary with appropriate persons. 1.2. Methods for investigating and justifying information to be presented are determined
2. Prepare report	2.1. Information required for the report is accessed according to workplace procedures. 2.2. Information is assessed for currency, accuracy and relevance for inclusion in report. 2.3. The content, structure and format of information is appropriate for the information and type of report 2.4. Findings and conclusions are based on factual analysis. 2.5. Recommendations and alternatives are given if required and supporting evidence is supplied. 2.6. The report is copied, distributed and stored according to instructions and workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: <ul style="list-style-type: none"> • reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents • following instructions • checking and clarifying information • accessing and sorting information/data • assessing information/data for relevance • using terminology and language appropriate to the target audience • structuring and formatting technical information • presenting findings and conclusions based on factual analysis • making recommendations

REQUIRED SKILLS AND KNOWLEDGE

- managing own time
- planning and sequencing information
- reviewing and editing

Required knowledge

Look for evidence that confirms knowledge of:

- reporting methods and purposes
- structure, style and parts of a short 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
- safe work practices and procedures

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able to report technical information to others at a level above the simple retelling of factual information. Competency in this unit cannot be claimed until all prerequisites have been satisfied.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p>
<p>Context of and specific resources for assessment</p>	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with reporting technical information or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
<p>Method of assessment</p>	<p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</p>

EVIDENCE GUIDE**Guidance information for assessment****Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Report

- Reports for this unit are written documents conveying technical information that at a minimum contain a description of the issue being addressed, some discussion and conclusions which may include recommendations. The report may be formal or informal. Examples of the type of reports that could be covered by this unit are:
 - accident/injury report
 - equipment purchase report
 - condition monitoring report
 - test results
 - production data
- Reports may be in number of formats including:
 - a standard workplace format
 - memoranda
 - written short reports
- For the purposes of this unit a report must include:
 - 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

RANGE STATEMENT	
	<p>preparing and analysing the technical information in the report</p> <ul style="list-style-type: none"> • While the above information must be included this unit does not require report preparation skills to the level required to prepare fully referenced and corroborated academic reports. • Where detailed/complex written reports of this nature are required, Unit MEM16010A (Write reports) should be considered.
Reporting requirements	Purpose, expected outcomes, scope and nature, timeframe, required resources

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Communication
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