RTC5914A

Unit Descriptor
Unit Sector

Prepare reports

Prepare reports

No sector assigned

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 **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

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Through provision of written reports and oral presentations to clients and enterprise personnel.	3
Collecting analysing and organising information	Through identification of sources of information, and retrieval and collation of data.	3
Planning and organising activities	In accordance with standard research approaches in line with enterprise procedures and policies.	3
Working with others and in teams	Through participating in research and the preparation of reports and presentations.	2
Using mathematical ideas and techniques	In compiling and evaluating data for the report.	3
Solving problems	Through making recommendations based on reasoned argument.	3
Using technology	Through the use of computers in preparing reports and use in presentations.	3

RANGE STATEMENT

What may be included in sources of information?	Sources of data may include field work, research materials, published books, academic reports, industry reports, colleagues, computer software, internet, newspapers, journals, industry publications, industry specialists and experts.
What OHS requirements may be relevant to this standard?	OHS requirements may include identifying hazards, assessing risks and implementing controls, cleaning, maintaining and storing equipment, appropriate use, maintenance and storage of PPE including sun protection, safe operation of equipment, correct manual handling, basic first aid, and safety procedures for protection of others.

To be reviewed by: TBA

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?	Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:

- Information and research sources.
- Report structure and presentation.
- Public presentation techniques and approaches.

What specific skills are needed to achieve the performance criteria?	To achieve the performance criteria, some complementary skills are required. These skills include the ability to:

- Research material.
- Evaluate information.
- Produce a document.
- Deliver an oral presentation.

Are there other competency standards that could be assessed with this one?	This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.
Essential Assessment Information	For information about **assessing this competency standard for consistent performance** and **where and how it may be assesse**d, refer to the **Assessment Guidelines** for this Training Package.

To be reviewed by: TBA