



Australian Government

AHCWRK503 Prepare reports

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to prepare comprehensive reports.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Research material	1.1 Identify and describe the topic of the report 1.2 Determine the sources of information 1.3 Collect and organise information appropriate to the task
2. Evaluate information	2.1 Confirm that information collected is relevant and sufficient to provide a full report 2.2 Seek clarification where information is unclear or difficult to understand and seek assistance if required 2.3 Obtain additional information where available information is

Element	Performance criteria
	inadequate 2.4 Assess information for its validity and reliability and organise into a suitable form to aid decision making 2.5 Confirm that conclusions drawn from relevant information are based on reasoned argument and appropriate evidence
3. Produce a document	3.1 Use language that is applicable to the task and audience 3.2 Organise the document logically, and confirm it is structured and balanced according to purpose, audience and context 3.3 Format the document 3.4 Confirm that conclusions reached reflect the stated objectives of the report 3.5 Complete preparation within the specified timeframe 3.6 Follow enterprise and work health and safety requirements and procedures
4. Deliver a verbal presentation	4.1 Confirm language is applicable to the task and audience 4.2 Use concise and well presented support materials are used in oral presentations 4.3 Allocate sufficient time to allow clear presentation of the desired topic 4.4 Deliver verbal presentation is delivered within a specified time

Foundation Skills

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK503A Prepare reports.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>