



Australian Government

Assessment Requirements for AHCWRK513 Write and present reports

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has written and presented a separate report on at least two occasions, and has:

- identified and verified the purpose of the report with the client
- conducted research and compiled information
- drawn conclusions from research supported by reasoned argument and supporting information
- produced a correctly formatted report that uses appropriate language and industry standard terminology, is arranged in a logical order, and provides details on information sources and consultation
- made recommendations if required, and referenced to information and conclusions
- delivered a verbal presentation within a specified time using language applicable to the task and audience.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information and research sources that may be used to develop reports
- report and presentation structure
- public presentation techniques and approaches.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

- a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - industry publications and internet sources of information relevant to the development of a report
- relationships:
 - appropriately experienced and qualified person, client and work colleagues
- timeframes:
 - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>