



Australian Government

AHCWRK513 Write and present reports

Release: 1

AHCWRK513 Write and present reports

Modification History

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

Application

This unit of competency describes the skills and knowledge required to write and present reports, including researching and evaluating information, producing a document and delivering a verbal presentation.

The unit applies to individuals who apply specialised skills and knowledge to the preparation of a report, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information, and analyse, design and communicate solutions to sometimes complex problems.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements, sustainability and biosecurity practices.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Research material	1.1 Identify and clarify report topic and objectives with client 1.2 Determine sources of information

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Collect and organise information appropriate to report topic
2. Evaluate information	2.1 Confirm information collected is relevant and sufficient to address report objectives 2.2 Seek clarification and assistance as required where information is unclear or difficult to understand 2.3 Obtain additional information where available information is 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 industry standard terminology and language that is applicable to the task and audience 3.2 Organise the report logically, and confirm it is structured and balanced according to purpose, audience and context 3.3 Present report in required format 3.4 Confirm that conclusions reached reflect the stated objectives of the report 3.5 Complete preparation within the specified timeframe
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 to support oral presentations 4.3 Allocate sufficient time to allow clear presentation of the desired topic 4.4 Deliver verbal presentation within specified time

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
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Skill	Description
Reading	Identify and interpret information regarding the report topic
Numeracy	Access, analyse and organise data applicable to the report topic for input into report

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK513 Write and present reports	AHCWRK503 Prepare reports	Title updated Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent

Links

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

Assessment Requirements for AHCWRK513 Write and present reports

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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

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