



Australian Government

CSCORG003 Prepare reports

Release: 2

CSCORG003 Prepare reports

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to CSCORG301A Prepare reports.

- PC wording revised in all Elements
- PC 2.4 removed

Application

This unit describes the skills required to identify organisational reporting needs and collect, check and record information using available technology.

This unit applies to those working in a range of generalist and specialist roles within a range of occupational areas. For this reason this unit may be significantly customised, particularly in the assessment of knowledge, based on different organisational, sector and location requirements.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to reporting.

Those undertaking this unit consistently work independently and as part of a coordinated team while drawing upon support from a range of familiar resources. They would undertake complex tasks in a moderate range of familiar contexts.

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

Pre-requisite Unit

Not applicable

Competency Field

Organisational administration and management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

- | | |
|--|--|
| 1 Identify reporting needs | 1.1 Identify the reasons and requirements for recording and reporting. |
| | 1.2 Adjust written communication to suit audience and situation. |
| 2 Collect and check information | 2.1 Collect information and sort it in logical order according to the nature of the report. |
| | 2.2 Check the information with a range of authorities and confirm its accuracy, relevance and status. |
| | 2.3 Check whether more information is needed and gather it from a range of sources where appropriate. |
| 3 Record information | 3.1 Record and report information in the required format, style, structure and timeframe. |
| | 3.2 Ensure that any conclusions drawn and recommendations match the report information. |
| | 3.3 Use technology available in the workplace to store and retrieve data. |
| | 3.4 Ensure that all written material complies with legislative requirements and organisational policies and procedures. |

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

Supersedes and is equivalent to CSCORG301A Prepare reports.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Assessment Requirements for CSCORG003 Prepare reports

Modification History

Release 2. Modifications have been made to:

- Assessment Conditions

Release 1. These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

- Assessment Requirements revised
- Please refer to the advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- reading and interpreting documents containing the required information
- recording complete, accurate, clear and objective information
- recognising the urgency and high risk components of specific reports
- handling and storing information securely and safely

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's policies and procedures related to report writing
- basic written communication techniques
- security of information, confidentiality and right to information
- discriminative language
- technical and professional language used in the work environment
- an awareness of legislation and statutory obligations of reporting in own state or territory justice system, including legal requirements of own role

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>