



Australian Government

CSCORG050 Prepare and write reports

Release: 1

CSCORG050 Prepare and write reports

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Application

This unit describes the skills and knowledge required to identify organisational reporting needs, collect and confirm information and write reports.

An individual undertaking this role may work independently and as part of a coordinated team while drawing upon support from a range of familiar resources. They would undertake tasks in a range of familiar contexts.

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.

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.

1 Identify reporting needs

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Identify reporting reasons, requirements and timeframes for recording and reporting

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|---|------------|--|
| | 1.2 | Adjust written communication to suit audience and context |
| 2 Collect and verify information | 2.1 | Collect information and sort in a logical order according to the nature of the report |
| | 2.2 | Verify information accuracy, relevance and status with relevant authorities |
| | 2.3 | Determine if more information is needed and gather from a range of sources where appropriate |
| 3 Record information | 3.1 | Record and report information in the required format, style and structure |
| | 3.2 | Use available workplace technology to store and retrieve data |
| | 3.3 | Ensure written reports comply 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 Correctional Services Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCORG003 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 CSCORG050 Prepare and write reports

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- reading and interpreting information
- recording accurate, clear and objective information
- writing information in the format and language required by the organisation
- adhering to the time constraints of organisational reports
- managing and storing information in accordance with organisational procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational policies and procedures related to report writing
- basic written communication techniques
- security of information, confidentiality and right to information
- technical and professional language used in the work environment
- time constraints of required reports
- types of reports required within your organisation
- awareness of personal bias in report writing
- rules of evidence
- 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

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