



Australian Government

Department of Education, Employment and Workplace Relations

FNSICGEN501B Produce research reports and make presentations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the skills and knowledge required for producing workplace research reports and presenting these reports to appropriate personnel.

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Application of the Unit

This unit requires the application of the skills and knowledge needed to collect information on which the report is based, the organisation and analysis of the material collected and the ability to write the report using effective and appropriate language, make recommendations based on the information collected and present the results.

The unit has application across all sectors of the financial services industry. The unit does not apply to computer generated reports that do not require individual research. Computer generated reports may be used to contribute to the wider research activity described in this unit.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements. The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the Element. **Bold, italicised** terms are elaborated in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

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Element	Performance Criteria
1 Clarify the purpose of the report	1.1 The purpose of the report is clarified with the person requesting the report 1.2 The audience for the report is determined 1.3 The scope of the report is determined and time allowed for the research and production of the report are discussed and established 1.4 Format, style and deadline for delivery of the report are agreed
2 Collect information	2.1 Sources of information are identified and strategies for obtaining the information established 2.2 Information is collected from a range of sources using appropriate techniques 2.3 Accurate records of information and sources are maintained

- 3 Analyse research findings
 - 3.1 Data is analysed and interpreted
 - 3.2 Accuracy and completeness of information is checked
 - 3.3 Key issues for further research or discussion are identified
 - 3.4 Conclusions and recommendations are developed
- 4 Report on research findings
 - 4.1 Information on which the conclusions are based is organised in a clear and logical format in line within report writing conventions
 - 4.2 Draft report is prepared for discussion and review
 - 4.3 Draft report is edited in light of comments and is presented to appropriate personnel
 - 4.4 Deadlines for provision of materials are met
- 5 Make presentations
 - 5.1 Presentations are relevant and appropriately researched
 - 5.2 Sources of information are acknowledged
 - 5.3 Presentations are clear and sequential and delivered within a predetermined time, using appropriate **methods and equipment** to enhance the presentation
 - 5.4 Questions from the audience are responded to in a manner consistent with organisation standards

Required Skills and Knowledge

REQUIRED KNOWLEDGE&SKILLS

Knowledge requirements include:

research techniques
conventions of report writing
presentation approaches and principles

Skills requirements include:

time management skills
research skills
organisation and analysis skills
communication skills
ability to organise materials and to write clearly and logically
presentation skills

Evidence Guide

EVIDENCE GUIDE

Assessment of performance requirements in the unit should be undertaken in an industry context. The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for the unit. Competency is demonstrated by performance of all stated criteria including the Range Statement applicable to the workplace.

Overview of assessment requirements

To achieve competency in this unit, a person must be able to demonstrate:

the ability to carry out all phases of the report writing process from defining the purpose and scope, collecting and analysing the information and producing the final product and presenting the results in a formal situation

Critical aspects of evidence

Evidence required for demonstration of consistent performance:

Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statement and contexts applicable to the work environment.

Delivery/relationship to other units:

This unit may be assessed on its own or it may be assessed with other units that cover related skills and knowledge.

Evidence is most relevant when provided through an integrated activity which combines the elements of competency for the unit, or a cluster of units of competency.

Assessment requirements

Method of assessment:

For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistent performance.

Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on underpinning knowledge and skills and other methods as required.

Context of assessment:

This unit may be assessed in the workplace, in an educational institution or in a combination of these two settings.

Resources required for assessment:

Assessment of this unit of competence requires access to company documents and information systems, research tools such as computers and libraries, and access to relevant personnel as required by the topic of the report.

Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that will affect performance.

The following variables may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. If **bold italicised** text is shown in Performance Criteria, details of the text are provided in the Range Statement.

Purpose may include:

statements to investors
statistical reports
reports to management
contributions to annual reports
reports covering legislative requirements
reports to investors

Audience may include:	management shareholders consumers government bodies customers
Scope of the report may include:	limited scope or more global as defined in discussion with person requiring the report
Format, style may include:	formal or informal following report writing conventions summary report or more detailed acknowledgement of sources
Range of sources may be:	company documents and databases Australian Bureau of Standards (ABS) data libraries internet industry and professional organisations
Appropriate techniques may include:	library research Internet searching accessing company data discussions with experts (internal, external)
Methods and equipment may include:	data projector (power point presentation) overhead transparencies slides sets of notes exhibits

Unit Sector(s)

Not applicable.

Relationship to other units

This unit replaces FNSICGEN501A.

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