



Australian Government

MEM16010 Write reports

Release: 1

MEM16010 Write reports

Modification History

Release 1. Supersedes and is equivalent to MEM16010A Write reports

Application

This unit of competency defines the skills and knowledge required to write technical or non-technical reports that include a basic level of analysis and/or research.

The term report is used to denote any required written communication that goes beyond a simple recording of facts such as completion of a pro forma shift production schedule.

Conclusions and/or recommendations where required are based on prior research or analysis of data. The analysis and conclusions should be consistent with the level of skill and knowledge of an employee working at that level.

Where more than a simple level of data research and analysis is necessary to produce information for the report, Unit MEM16009 Research and analyse engineering information should also be selected.

For preparation of simple technical reports, unit MEM16014 Report technical information should be selected.

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

Band: B

Unit Weight: 2

Pre-requisite Unit

MEM14006	Plan work activities
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|---|---------------------------------------|-----|--|
| 1 | Identify report requirements | 1.1 | Follow standard operating procedures and comply with work health and safety (WHS) requirements at all times |
| | | 1.2 | Identify requirements for a written report and confirm with appropriate persons |
| | | 1.3 | Access information for the report according to workplace procedures |
| | | 1.4 | Assess information for currency, accuracy and relevance for inclusion in the report |
| | | | |
| 2 | Prepare and produce report | 2.1 | Develop a structure and outline of the report according to identified report requirements |
| | | 2.2 | Write the report using terminology appropriate to the reader and established principles of report writing |
| | | 2.3 | Base findings and conclusions on factual analysis |
| | | 2.4 | Give recommendations, alternatives/suggestions and supply supporting evidence, as required |
| | | 2.5 | Apply protocols, conventions and legal requirements related to acknowledgements and intellectual property, where necessary |
| | | | |
| 3 | Finalise and distribute report | 3.1 | Check the report for accuracy and edit, as required |
| | | 3.2 | Ensure the completed report is consistent with objectives and requirements |
| | | 3.3 | Copy and distribute the report and store according to instructions and workplace procedures |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Requirements include one (1) or more of the following:

- purpose
- expected outcomes
- scope and nature
- timeframe
- required resources

Reports include one (1) or more of the following:

- reports types:
 - accident/injury
 - equipment report
 - memo and letter reports
 - information report
 - analytical report
- report structure:
 - title page
 - table of contents
 - summary
 - introduction
 - body (findings and conclusions)
 - recommendations
 - references
 - appendices
 - glossary
- report content:
 - text
 - graphs
 - charts
 - tables
 - diagrams

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Principles of report writing include one (1) or more of the following:**
- use of headings, subheadings, sectioning and numbering
 - objectivity
 - expression
 - language and grammar
 - sentence and paragraph structure
 - logical ordering and sequencing
 - summarising and editing
 - layout and spacing
 - content relevancy
 - use of graphics, charts, tables and illustrations

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM16010A Write reports

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM16010 Write reports

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying report requirements and required resources and confirming with appropriate personnel
- preparing the type of report to be written according to report requirements
- writing the report using principles of report writing appropriate to the reader
- presenting findings and conclusions based on factual analysis, making recommendations and supplying supporting evidence, as required
- copying and distributing report and storing according to workplace procedures.

Knowledge Evidence

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

- safe work practices and procedures
- principles of report writing
- report types and purposes
- structure, style and parts of a report
- use of language and expression in reports
- common writing pitfalls
- report numbering systems
- techniques for reviewing and editing
- importance and benefits of preparing reports appropriate for the intended audience
- referencing and the importance of acknowledging sources.

Assessment Conditions

- Assessors must:
 - have vocational competency in writing reports at least to the level being assessed with relevant industry knowledge and experience

- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- 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.

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