



Australian Government

MEM16014 Report technical information

Release: 1

MEM16014 Report technical information

Modification History

Release 1. Supersedes and is equivalent to MEM16014A Report technical information

Application

This unit of competency defines the skills and knowledge required to prepare reports of a technical nature on tasks or assignments within the employee's skill and competence. The technical information being reported is based on analysis and/or research appropriate for the information being conveyed and applies to the reporting of technical and engineering information beyond simple communication of facts (including completion of a proforma shift production schedule).

Where an individual works with others, such as within a section or department, unit MEM13015 Work safely and effectively in manufacturing and engineering should be regarded as sufficient.

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

Band: B

Unit Weight: 2

Pre-requisite Unit

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.

1	Identify information required for	1.1	Follow standard operating procedures and comply with work health and safety (WHS) requirements at all times
		1.2	Identify reporting requirements according to procedures

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	report		and confirm with appropriate persons, as necessary
		1.3	Determine methods for investigating and justifying information to be presented
2	Prepare report	2.1	Access information required for the report according to workplace procedures
		2.2	Assess information for currency, accuracy and relevance for inclusion in report
		2.3	Ensure the content, structure and format of information is appropriate for the information and type of report
		2.4	Base findings and conclusions on factual analysis
		2.5	Give recommendations and alternatives and supply supporting evidence as required
		2.6	Copy the report, distribute 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.

- Report structure includes the following:**
- reference to the scope of the report
 - justification for any conclusions
 - references to any authorities or persons responsible for investigations and or conclusions
 - description of the methodology involved in preparing and

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analysing the technical information in the report

Report types include one (1) or more of the following:

- accident/injury report
- equipment purchase report
- condition monitoring report
- test results
- production data
- a standard workplace format
- memoranda
- written short reports

Reporting requirements include one (1) or more of the following:

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

Unit Mapping Information

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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 MEM16014 Report technical information

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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 reporting requirements and confirming with appropriate personnel
- preparing report to convey technical information ensuring content contains all available information, conclusions and description of the methodology involved in preparing and analysing the technical information in the report
- using terminology and language appropriate to the target audience
- presenting findings and conclusions based on factual information and making recommendations and alternatives with supporting evidence
- copying, distributing and storing report according to 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
- reporting methods and purposes
- structure, style and parts of a technical report
- correct use of language and expression
- techniques for checking 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 reporting technical information 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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