



Australian Government

Department of Education, Employment and Workplace Relations

MEM16010A Write reports

Release: 1

MEM16010A Write reports

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers writing technical or non-technical reports that include some level of analysis and/or research.
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Application of the Unit

Application of the unit	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) and which is based on a level of analysis and/or research. Where reports include technical information or details, then the writer would have the required technical knowledge/capability. 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. Simple analysis and research would be required. If data research and analysis is necessary to produce information for the report, Unit MEM16009A (Research and analyse engineering information should also be selected). For preparation of simple technical reports, see unit MEM16014A (Report technical information). Band: B Unit Weight: 2
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM14005A	Plan a complete activity

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify report requirements	1.1. Requirements for a written report are identified and confirmed with appropriate persons. 1.2. Information for the report is accessed according to workplace procedures. 1.3. Information is assessed for currency, accuracy and relevance for inclusion in the report.
2. Prepare and produce report	2.1. A structure and outline of the report are developed according to identified report requirements. 2.2. The report is written using terminology appropriate to the reader and established principles of report writing. 2.3. Findings and conclusions are based on factual analysis. 2.4. Recommendations, alternatives/suggestions are given, and supporting evidence supplied, where required. 2.5. Protocols, conventions and legal requirements related to acknowledgements and intellectual property are applied where necessary.
3. Finalise and distribute report	3.1. The report is checked for accuracy and edited as required. 3.2. The completed report is consistent with objectives and requirements. 3.3. The report is copied, distributed and stored according to instructions and workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents

REQUIRED SKILLS AND KNOWLEDGE

- following instructions
- checking and clarifying information
- sorting information/data
- assessing information/data for relevance
- using terminology and language appropriate to the target audience
- structuring and writing reports
- applying principles of report writing
- presenting findings and conclusions based on factual analysis
- making recommendations
- managing own time
- planning and sequencing information
- reviewing and editing

Required knowledge

Look for evidence that confirms knowledge of:

- principles of report writing
- report types and purposes
- structure, style and parts of a report
- use of language and expression in reports
- common pitfalls, such as ambiguity, truisms, tautology, verbosity, circumlocution etc.
- 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
- safe work practices and procedures

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to write reports. Competency in this unit cannot be claimed until all prerequisites have been satisfied.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with writing reports or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that 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) may also be included.

Requirements	Purpose, expected outcomes, scope and nature, timeframe, required resources
Report	• 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
Principles of report writing	• Use of headings, subheadings, sectioning and numbering • Objectivity • Expression

RANGE STATEMENT	
	• Language and grammar • Sentence and paragraph structure • Logical ordering and sequencing • Summarising and editing • Layout and spacing • Content relevancy • Use of graphics, charts, tables, illustrations etc.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Communication
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