

FNSICORG302A**Unit Descriptor****Prepare reports for management**

This unit describes the functions involved in preparing a range of reports for management.

This unit replaces FNBFIN68A.

Application of the Unit

This unit requires the application of skills and knowledge required to produce reports to meet objectives of management requirements.

The unit encompasses developing reports to specifications, clarifying report objectives, assessing report data, analysing data, preparing the report and distributing the report to the relevant parties.

This unit has application across the entire financial services sector and can be utilised by any individual that is required to produce reports for management.

Unit Sector

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

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|-------------------------------------|--|
| 1. Develop report to specifications | 1.1 Clarify report objectives
1.2 Plan the content and format of report
1.3 Produce outline of report against specifications |
| 2. Access report data | 2.1 Available data is examined for suitability for inclusion in report
2.2 Systems are examined to establish data limitations
2.3 Suitable data modelling tools to extract information are identified |
| 3. Analyse data | 3.1 Report data is analysed to ensure it meets company objectives and requirements
3.2 Data is produced in report format |
| 4. Prepare reports | 4.1 Reports are prepared in response to management objectives and in the required format
4.2 Report material is evaluated according to management objectives and revised as necessary
4.3 Report is forwarded to management for assessment and is revised as required |
| 5. Distribute reports | 5.1 Completed reports are distributed according to company requirements and timelines |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Knowledge requirements include:

- company policy and procedures
- knowledge or awareness of relevant acts and regulations
- legal systems and procedures
- industry codes of practice
- computer systems

Skills requirements include:

- computerised spreadsheet and database
- data analysis and interpretation
- analytical skills
- interpersonal and communication
- report writing

KEY COMPETENCIES

The seven key competencies represent generic skills considered for effective work participation. The numbering against each of the key competencies indicates the performance level required in this unit.

Performance Level 1 - at this level, the candidate is required to undertake tasks

effectivelyPerformance Level 2 - at this level, the candidate is required to manage tasksPerformance

Level 3 - at this level, the candidate is required to use concepts for evaluating and reshaping tasks

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Communication of ideas and information will be applied in a written format and in this case it will be presented in a report format.	2
Collecting analysing and organising information	Information will be collected within the specifications of data limitations and analysed and presented within the report format.	2
Planning and organising activities	Reports will be planned, produced and organised according to company reporting requirements.	2
Working with others and in teams	Teamwork will be applied during the accessing data phase work colleagues will be contact to gather suitable data sources.	1
Using mathematical ideas and techniques	Mathematical ideas and techniques will be utilised when comparing report data to the objectives of the company.	2
Solving problems	Problem solving skills will be utilised whilst reviewing the report data.	2
Using technology	Technology will be applied through the utilisation of computers, various software applications including word, telecommunication devices and data searching devices.	2

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.

Modelling tools may include:

- interaction of financial data as it flows from the source to the required output
- a process for testing assumptions against a variety of scenarios

Response may involve:

- taking action in respect of management requests/recommendations

Company requirements and timelines may include:

- policy documentation
- verbal instructions
- written instructions
- internal control guidelines
- computer system documentation

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 of Variables applicable to the workplace.

Overview of assessment requirements

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

knowledge of organisational reporting format standards

ability to develop reports to specifications

ability to access report data

ability to analyse data

ability to prepare reports

ability to distribute reports to relevant parties

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 of Variables and contexts applicable to the work environment.

Delivery/assessment 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.

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:

- Assessment of performance requirements in this unit should be undertaken within the financial services industry context and should cover aspects of personal/financial responsibility and accountability.
- Aspects of competency, including the attainment of relevant knowledge and skills, may be assessed in a relevant workplace, a closely simulated work environment, or other appropriate means that clearly meet industry competency requirements.

Resources required for assessment:

- Unless otherwise specified, there are no significant resource implications for assessment of this unit, apart from access to a relevant workplace or closely simulated office environment and the use of a range of office equipment, technology and consumables. These may include standard commercial computer hardware, software, telephones, facsimiles, and other relevant office equipment.