

Modification history

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

AHCWRK503	Prepare reports
Application	<p>This unit of competency describes the skills and knowledge required to prepare reports, including: researching material, evaluating information, producing a document and delivering a verbal presentation.</p> <p>The unit applies to individuals who apply specialised skills and knowledge to the preparation of a report, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.</p> <p>All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements, sustainability and biosecurity practices.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Work (WRK)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Research material	1.1 Identify and describe report topic 1.2 Determine sources of information 1.3 Collect and organise information appropriate to report topic
2. Evaluate information	2.1 Confirm information collected is relevant and sufficient to address report objectives 2.2 Seek clarification and assistance as required where information is unclear or difficult to understand 2.3 Obtain additional information where available information is inadequate 2.4 Assess information for its validity and reliability and organise into a suitable form to aid decision making 2.5 Confirm that conclusions drawn from relevant information are based on reasoned argument and appropriate evidence
3. Produce a document	3.1 Use language that is applicable to the task and audience 3.2 Organise the report logically, and confirm it is structured and balanced according to purpose, audience and context 3.3 Format report 3.4 Confirm that conclusions reached reflect the stated objectives of the report 3.5 Complete preparation within the specified timeframe
4. Deliver a verbal presentation	4.1 Confirm language is applicable to the task and audience 4.2 Use concise and well-presented support materials to support oral presentations 4.3 Allocate sufficient time to allow clear presentation of the desired topic 4.4 Deliver verbal presentation within specified time

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Identify and interpret information regarding the report topic
Writing	<ul style="list-style-type: none"> Develop a report, using language applicable to the task and audience
Oral communication	<ul style="list-style-type: none"> Initiate discussions with clients and work colleagues, using clear language to deliver verbal presentation Use clear communications with appropriately experienced and qualified person to discuss and clarify research information
Numeracy	<ul style="list-style-type: none"> Access and analyse data applicable to report topic for input to report

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK503 Prepare reports Release 2	AHCWRK503 Prepare reports Release 1	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links
Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

TITLE	Assessment requirements for AHCWRK503 Prepare reports
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared a report on at least one occasion and has:</p> <ul style="list-style-type: none"> • identified and verified the purpose of the report with the client • conducted research and compiled information • drawn conclusions from research supported by reasoned argument and supporting information • made recommendations if required and referenced to information and conclusions • produced a correctly formatted report document that uses appropriate language and terminology, is arranged in a logical order, and provides details on information sources and consultation • delivered a verbal presentation within a specified time using language applicable to the task and audience • used industry standard terminology. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • information and research sources • report and presentation structure • public presentation techniques and approaches. 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • a workplace setting or an environment that accurately represent workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • industry publications and internet sources of information relevant to the development of a report • relationships: <ul style="list-style-type: none"> • appropriately experience and qualified person, client and work colleagues • timeframes: <ul style="list-style-type: none"> • according to the job requirements. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72