MODULE 4 Report Writing Skills

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to analyse data and present information in a report format.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Relate the purpose, content, form, frequency and recipients of a range of reports
- Identify information sources and organisational procedures for obtaining and distributing information
- Compile reports related to a selected business function.
- Liaise with relevant parties and verify that reported information is in accordance with requirements.
- Analyse articles and reports from current print and electronic material.
- Demonstrate knowledge and understanding of the latest innovations and developments in technology.
- Analyse proposed business or industrial development that could impact on the physical environment.
- Analyse issues in the media relating to labour that could impact on a business sector or industry.

PROGRAMME OUTLINE

- Reports
- Information sources
- The business environment

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Communication at NQF Level 3.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 3 Days

Assessment: Portfolio of evidence will be submitted within two months after completing the training. Assessment activities include evaluating reports.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):
- 110023 - Present information in report format
- 13943 - Analyse new developments reported in the media that could impact on a business sector or industry

NQF Level: 4

Credits: 16

TARGET GROUP

- Team leaders
- First line managers
- Administration managers
- Administration clerks

BENEFITS

- Increased productivity
- Credits towards a qualification
- Improved opportunities to claim skills grants