

Services Registered Skills Programmes

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.

This programme has been designed and developed by Khulisane Academy (Services SETA Accreditation Nr. 0210) and is aligned with the unit standard(s) as indicated below.

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 organizational 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.

PROGRAMME OUTLINE

- Relate the purpose, content, form, frequency and recipients of a range of reports
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- Compile reports related to a selected business function.
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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 this unit standard is allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 1 Day

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

NQF Level: 4

Credits: 6

TARGET GROUP

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

BENEFITS

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