

Report Writing Programme

US 110023 - 6 credits on NQF Level 4

Course Synopsis

This course has **four exit level outcomes** with related *assessment criteria* that must be achieved by the learner for certification against the programme, as is indicated below:

Module 1: Relate the purpose, content, form, frequency and recipients of a range of reports

This module explains:

1. The regular reports are identified for a selected organisation
2. The information needs of the organisation are linked to the purpose of each identified report.
3. A template is drawn up for each report including the mandatory content headings.
4. A table is created listing each report, its purpose, the regular recipients and frequency of distribution.

Module 2: Obtaining & distributing information.

This module explains:

1. A table is created listing each report and the information sources required for input to the report.
2. List each information source.
3. Company procedures for obtaining information sources are identified.

Module 3: Compile reports

This module explains:

1. Compile reports using current information.
2. Use created templates to write the reports.
3. Information sources are used to provide the information.
4. The report is distributed in the required manner in time to meet the specified deadline.

Module 3: Liase with relevant parties and verify that reported information is in accordance with requirements.

This module explains:

1. List each of the relevant recipients of the reports, a space for comments and an overall rating of the report.
2. Distribute the form to recipients and their comments evaluated.
3. Possible amendments to reports are made.