

Title	Write an analytical report		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to write an analytical report.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is one of a series of unit standards for report writing:
Unit 3490, *Complete an incident report* (Level 1);
Unit 3492, *Write a short report* (Level 2);
Unit 3491, *Write a report* (Level 3);
Unit 19629, *Write a focused report* (Level 4);
Unit 9685, *Write an analytical report* (Level 5).
- 2 Candidates must be given the opportunity to edit and proofread their work before it is assessed.
- 3 For assessment, the report must be at least 1500 words.
- 4 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 5 All activities must, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

Outcomes and performance criteria

Outcome 1

Write an analytical report.

Performance criteria

- 1.1 The purpose, audience and scope of the report are determined.

- 1.2 Report is written to be consistent with the purpose and context.
- Range report must include – introduction, terms of reference, findings, discussion, conclusions, references;
report may include – executive summary, abstract, recommendations, glossary, appendices.
- 1.3 Language is used throughout the report as appropriate for the audience.
- Range language includes – spelling, punctuation, tone, vocabulary, grammar, syntax.
- 1.4 Findings are presented in a format that matches the data and the audience.
- Range presentation may include but is not limited to – tables, graphs, text, diagrams.
- 1.5 Conclusions are made to be consistent with findings.
- 1.6 Any recommendations are made to be consistent with the purpose, scope, findings, and conclusions.
- 1.7 Report is formatted to be consistent and in accordance with the purpose and context.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 February 1997	31 December 2012
Revision	2	8 June 1999	31 December 2012
Revision	3	16 October 2002	31 December 2012
Revision	4	22 January 2003	31 December 2012
Review	5	25 July 2006	31 December 2013
Review	6	17 November 2011	31 December 2017
Review	7	18 June 2015	31 December 2020
Review	8	16 February 2017	N/A
Review	9	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.