

<b>Title</b>	<b>Explain and apply information gathering methods and present reports in an electrotechnology industry</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard covers information gathering methods and written and oral report presentation as used in an electrotechnology engineering environment.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>- demonstrate and apply knowledge of information collection methods used in the electrotechnology engineering environment and explain related copyright legislation;</li> <li>- write and publish a formal technical report of interest to a sector of the electrotechnology engineering industry; and</li> <li>- prepare and present an oral report of interest to a sector of the electrotechnology engineering industry.</li> </ul>
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<b>Classification</b>	Electrical Engineering > Electrotechnology
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 This unit standard is intended for use in engineering courses at diploma level with assessment primarily against presented assignments.
- 2 References  
Copyright Act 1994;  
Health and Safety at Work Act 2015;  
and all subsequent amendments and replacements.
- 3 Definitions  
*Industry practice* – practice used and recommended by organisations involved in the electrotechnology industry.  
*Standard format* – to include but is not limited to: title, introduction (purpose, scope, background), procedures (methods), results, conclusions (discussion and recommendations), acknowledgements, references, appendices, abstract or executive summary. Examples of specified standard reference formats are the American Psychological Association (APA), Vancouver, and Harvard.
- 4 The candidate's writing competence must be assessed after they have been given the opportunity to edit and proofread their work.

- 5 Presentation requirements should be consistent with a documented specified style guide.
- 6 All measurements are to be expressed in Système International (SI) units, and, where required, converted from Imperial units into SI units.
- 7 All activities must comply with: any policies, procedures, and requirements of the organisations involved; the standards of relevant professional bodies; and any relevant legislative and/or regulatory requirements.
- 8 **Range**  
Performance in relation to the outcomes of this unit standard must comply with the Health and Safety at Work Act 2015.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate and apply knowledge of information collection methods used in the electrotechnology engineering environment and explain related copyright legislation.

#### Performance criteria

- 1.1 Information gathering methods are explained and applied for electrotechnology technical report preparation in accordance with industry practice.

**Range** includes but is not limited to – library references, technical papers, experiment results, internet.  
evidence of three is required.

- 1.2 Copyright legislation is explained in relation to electrotechnology industry reports in terms of plagiarism and the reporting of facts in accordance with industry practice.

### Outcome 2

Write and publish a formal technical report of interest to a sector of the electrotechnology engineering industry.

**Range** report to be greater than 1000 words.

#### Performance criteria

- 2.1 Report is written in accordance with standard format and industry practice.

**Range** presentation may include but is not limited to – headings, numbering systems, formatting, tables, graphs, text, diagrams, photos, footnotes, appendixes, quotations, reference citations, reference lists.

- 2.2 Logic of the report is consistent with the subject material and conclusions are consistent with results in accordance with standard format.
- 2.3 Report is published in accordance with standard format in an academic, trade or industry publication recognised by the electrotechnology industry.
- 2.4 The language throughout the report is appropriate for intended readers.  
Range tone, register, vocabulary, grammar.
- 2.5 All attributable material referenced throughout the report is listed according to the specified standard format.

### **Outcome 3**

Prepare and present an oral report of interest to a sector of the electrotechnology engineering industry.

#### **Performance criteria**

- 3.1 Information is gathered and selected to enable presentation of an oral report.  
Range audience profile, prior knowledge.
- 3.2 Visual aids are selected and prepared to assist presentation of report.  
Range may include but is not limited to – flip charts, overhead projections, data show.
- 3.3 Report is delivered in a structured and coherent sequence.  
Range introduction, purpose, report body, summary, conclusion.
- 3.4 Verbal and non-verbal communication is used to establish rapport with audience.  
Range volume, pace, pitch, vocal variety, stance, gesture, eye contact, facial expression, movement.
- 3.5 Presentation conforms to specified timeframes.  
Range presentation duration to be between three to five minutes.

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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2006	31 December 2024
Rollover and Revision	2	15 March 2012	31 December 2024
Revision	3	15 January 2014	31 December 2024
Rollover and Revision	4	25 March 2021	31 December 2024
Review	5	2 March 2023	31 December 2024

**Consent and Moderation Requirements (CMR) reference**

0003

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.