

<b>Title</b>	<b>Write a focused report</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to write a focused report.
----------------	---

<b>Classification</b>	Communication Skills > Writing
-----------------------	--------------------------------

<b>Available grade</b>	Achieved
------------------------	----------

---

### 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 A focused report deals with one issue or topic in considerable detail.
- 3 This unit standard can be assessed against in a classroom context and/or in an actual workplace or other context using naturally occurring evidence.
- 4 Candidates must be given the opportunity to edit and proofread their work before it is assessed.
- 5 In this unit standard, *relevant* means fitness for purpose in terms of:
  - the purpose of the report;
  - the context, situation, and occasion;
  - the subject matter;
  - the intended audience;
  - organisational requirements, which must be, or closely resemble, the requirements of a workplace.
- 6 For this unit standard, the report must be at least 1000 words.
- 7 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 8 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 a focused report.

### Performance criteria

- 1.1 The report is written so that the purpose and scope of the report are consistent with its focus.
- 1.2 The report is written so that the information in the report is relevant, factual, and complete.
- 1.3 The report is written so that detail is presented in a clear, logical, and relevant manner, and preserves a plausible balance between opinion and evidence.
- 1.4 Conclusions are drawn which are consistent with the purpose of the report and with the information presented.
- 1.5 Any recommendations are written to be relevant and consistent with the report content, including the conclusions.
- 1.6 The report is written so that the vocabulary and any technical language are relevant to the purpose of the report.
- 1.7 The report is written so that the spelling, punctuation, and grammar are accurate.
- 1.8 Sources of information are referenced accurately and in a consistent format.

<b>Planned review date</b>	31 December 2027
----------------------------	------------------

### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 October 2002	31 December 2015
Rollover and Revision	2	25 July 2006	31 December 2015
Review	3	21 May 2010	31 December 2017
Review	4	18 June 2015	31 December 2020
Review	5	16 February 2017	N/A
Review	6	24 March 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
--	------

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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.