

Title	Write a report		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to write a report.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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Explanatory notes

- 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, *Present a reasoned argument in a report* (Level 4)
Unit 9685, *Write an analytical report* (Level 5).
- 2 Candidates must be given the opportunity to edit and proof read their work before it is assessed.
- 3 The report must be long enough to generate the evidence required for assessment, approximately 1000 words.

Outcomes and evidence requirements

Outcome 1

Write a report.

Evidence requirements

- 1.1 Information is factual, complete, and relevant to the purpose of the report.
- 1.2 Quantity and quality of the information presented are relevant to the purpose of the report.
- 1.3 The content is in a structured and logical order with headings.
- 1.4 Punctuation, spelling, and grammatical errors are minimal.
- 1.5 Tone and vocabulary, including any technical language used, are relevant and contribute to the intention of the report.

- 1.6 Conclusion(s) are drawn that are consistent with the evidence presented in the report.
- 1.7 Any recommendation(s) are relevant and consistent with the report's conclusions.
- 1.8 Sources of data are referenced in a consistent format.
- 1.9 The report is fit for purpose.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 May 1995	31 December 2013
Review	2	24 March 1998	31 December 2013
Review	3	17 October 2002	31 December 2013
Rollover and Revision	4	25 July 2006	31 December 2013
Review	5	17 April 2009	31 December 2016
Rollover and Revision	6	24 October 2014	31 December 2020
Review	7	16 February 2017	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>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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.