

Title	Write an analytical report		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to plan and write an analytical 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 Definitions
Audience means the person or people for whom the report is written.
Organisational requirements refer to organisational policies and procedures, and include any ethical and legal requirements relevant to the organisation.
- 3 This unit standard can be assessed against in a classroom context and/or in a workplace or other context using naturally occurring evidence.
- 4 Assessment against this unit standard must take place after the candidate has edited and proof read the document.
- 5 For assessment, the report must be at least 1500 words.

Outcomes and evidence requirements

Outcome 1

Plan the analytical report.

Evidence requirements

- 1.1 The purpose, audience and scope of the report are determined and documented.
- 1.2 Information is selected, analysed, and organised into a structure that fits the purpose of the report.

Outcome 2

Write the analytical report.

Evidence requirements

2.1 Report is consistent with the purpose and organisational requirements.

Range report must include – introduction, terms of reference, findings, discussion, conclusions, references;
report may include - executive summary, abstract, recommendations, glossary, appendices.

2.2 The language throughout the report is appropriate for the audience.

Range language includes – spelling, punctuation, tone, vocabulary, grammar, syntax.

2.3 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.

2.4 Conclusions are consistent with findings.

2.5 Any recommendations made are consistent with the purpose, scope, findings, and conclusions.

2.6 Report format is consistent and in accordance with the purpose and organisational requirements.

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	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

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.