

PIRFLM4.10C – Write reports

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan, draft, review and write a final report.

Elements

1. Plan a report

Performance criteria

- 1.1 Determine audience and purpose for the report
- 1.2 Determine format and structure
- 1.3 Establish key points for inclusion
- 1.4 Identify organisational reporting requirements
- 1.5 Establish method of reporting
- 1.6 Establish means of reporting

2. Prepare and review a draft report

- 2.1 Develop draft report to communicate key points
- 2.2 Obtain and include any required additional information
- 2.3 Check draft for suitability of tone for audience, purpose, format and communication style
- 2.4 Check draft for readability, grammar, spelling, and sentence and paragraph construction
- 2.5 Check draft for sequencing and structure
- 2.6 Check draft to ensure it meets organisational requirements
- 2.7 Ensure draft is proofread, where appropriate, by supervisor or colleague

3. Write a final report

- 3.1 Make and proofread necessary changes
- 3.2 Ensure report is sent to intended recipient
- 3.3 File copy of report in accordance with organisational policies and procedures

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Basic grammar, spelling and punctuation
- Report protocols
- How audience, purpose and method of communication influence tone of report
- Organisational policies and procedures for reports
- Resources to assist in report production, such as dictionary, thesaurus, templates, style sheets.

Required skills

The essential skills a person needs to perform work to the required standard include:

- Collating the required information to include in the report
- Preparing a report according to target audience, using appropriate report proforma
- Proofread and edit reports to ensure clarity of meaning and conformity to organisational requirements
- Problem-solving skills to determine report design and production processes

Literacy skills used to:

- Read and understand a variety of texts
- Write coherent reports that clearly articulate the purpose of the report.

Critical aspects of competence

Assessment must confirm the ability to:

- Produce a range of reports that accurately convey required information
- Use formatting suitable for intended audience
- Assessment must confirm knowledge of:
- Organisational policies and procedures for report production

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible the reports that a PIRFO Frontline Manager or Coordinator may need to produce in the work place.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of reports prepared by the candidate, as part of Frontline Management operations should be analysed.

Method of assessment

The following assessment methods are suggested:

- Direct questioning combined with review of portfolios of evidence and third party workplace feedback of on-the-job report writing by the candidate
- Review of draft reports
- Analysis of responses to case studies and scenarios
- Demonstration of report writing techniques
- Oral or written questioning to assess knowledge of reporting protocols
- Review of final reports.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:

- Access to office equipment and resources
- Examples of PIRFO related reports.