

REPORT WRITING

A **SERVICES SETA ACCREDITED** SKILLS PROGRAMME WITH



— SIGNIFY —

LEARNING ACADEMY

where learning becomes a journey

UNIT STANDARD COVERED

UNIT STANDARD NAME	Present information in report format
UNIT STANDARD ID	110023
NQF LEVEL	NQF Level 4
CREDITS	6 Credits

SKILLS PROGRAMME PURPOSE

The qualifying learner will be capable of:

- Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business
- Identifying information sources and organisational procedures for obtaining and distributing information relevant to a selected business function.
- Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met
- Liaising with relevant parties and verifying that reported information is in accordance with requirements and purpose of the report.

WHO SHOULD ATTEND?

This Unit standard is intended for all persons in commercial and non-commercial organisations and who is responsible for presenting information in report format.

COURSE OUTLINE

MODULE 1 – PURPOSE AND CONTENT OF REPORTS

- Introduction to Business Correspondence
- Reports
- The layout of a report
- Summary of report
- Table of Contents

- Introduction
- Procedure
- Findings
- Conclusion
- Recommendations
- Appendices
- Bibliography
- Preparing Reports and Financial Data
- Financial reports
- Progress Reports
- Production Reports
- Developing Action Plans
- Accurate information
- Checklist

MODULE 2 – ORGANISATIONAL PROCEDURES REGARDING DISTRIBUTION

- Information
- Factors That Affect the Quality of Information
- The Value of Information
- Information sources
- Organisation procedures

MODULE 3 – COMPILE REPORTS

- Requirements for Good Reporting
- The Finished Product
- Writing the report
- Features of a formal report
- Pointers for all report writing

MODULE 4 – VERIFY REPORTED INFORMATION

- Reporting System
- Decisions Made by Top Management
- Decisions Made by Middle Management
- First Line Management
- Information Needed to Make Decisions

- Verify the requirements of relevant parties

DURATION



1 Day

LOCATION



Public (at our premises in Centurion) – An individual attending

or

On-site (at your company premises) – A minimum number of learners, please enquire

CERTIFICATION / RECOGNITION



Upon completion, the learner will receive a Certificate of Attendance. Upon verified Competence, the learner will receive a Certificate of Competence from the Services Seta.

SIGNIFY ENTRY REQUIREMENTS

Learners should be competent in:

- Communication at NQF Level 3
- Mathematical Literacy at NQF Level 3
- Computer Literacy at NQF Level 3

ARTICULATION

Credits obtained during this skills programme will contribute towards qualification 57712, FETC: Generic Management, LP 47630, Level 4.

CONTACT US



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