

Learning Assessment Guide

Unit Standard 3491 – Version 4

Write a report

Level 3 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Write a report

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Report checklist.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. This unit standard can be assessed in a classroom context and/or in an actual workplace or other context using naturally occurring evidence.
2. The person's writing competence must be assessed after they have been given the opportunity to edit and proof read their work.
3. In this unit standard, relevant means fitness for purpose, in terms of:
 - the purpose of the report
 - the context, situation, occasion
 - the subject matter
 - the intended reader(s)
 - all organisational requirements, which must be or closely resemble the actual requirements of an actual workplace.
4. The report will include recommendations.
5. For this unit standard, the report will be up to 1000 words long.
6. For the purposes of this unit standard, the report may include units of measure and/or graphics. Where they are used:
 - units of measure must be correct and consistent
 - graphics must make relevant information and facts clear.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to write a report.

Instructions

Provide your assessor with two reports that you have written.

The reports will need to be reasonably substantial, up to 1000 words long. The reports will also need to include recommendations.

Whenever possible you should use existing work. Alternatively you will need to identify workplace opportunities to write the reports.

You should proof read and edit your work before submitting it for assessment.

If you use any units of measure, they will be assessed as to whether they are correct and consistent.

If you use graphics in your report, they will be assessed as to whether they help to make information and facts clear to your audience.

If your assessor is not a member of your workplace and cannot verify that the reports are clearly your own work, you will need your manager to complete a “Confirmation of Authenticity” form for each report. This form also asks for confirmation that the content of the report meets the needs of your organisation.

The completed assessment for task one will include:

Two reports.

Report Checklist: Report 1

The assessor should use the 'Comments' space wherever possible to list what they observed that met this requirement or to give feedback to the learner.

	Comments	Yes/ No
<p>Information in the report matches the:</p> <ul style="list-style-type: none"> • purpose of the report • context that the report is intended for • subject matter • intended reader(s) • all organisational requirements. 		
<p>Information presented is:</p> <ul style="list-style-type: none"> • factual • complete • concise yet has sufficient detail to be informative. 		
<p>Conclusions are drawn which are relevant and consistent with the evidence presented.</p>		
<p>Recommendations are relevant, and consistent with the report content, including the conclusions.</p>		
<p>The content is structured in a logical and relevant order.</p>		
<p>The report is expressed in a relevant format.</p>		
<p>The report is structured with headings that identify the content.</p>		
<p>Vocabulary, including any technical language used, is relevant, accurate, clear, and contributes to a relevant tone for the report.</p>		
<p>Spelling, punctuation and grammar contain only minor errors.</p>		

Sources of data are identified and used to allow sufficient evidence to be collected.		
Any graphics used make relevant information and facts clear.		
Any units of measure used are correct and consistent.		
Report achieves its intended purpose.		

Assessor Signature:

Date:

Report Checklist: Report 2

The assessor should use the 'Comments' space wherever possible to list what they observed that met this requirement or to give feedback to the learner.

	Comments	Yes/ No
<p>Information in the report matches the:</p> <ul style="list-style-type: none"> • purpose of the report • context that the report is intended for • subject matter • intended reader(s) • all organisational requirements. 		
<p>Information presented is:</p> <ul style="list-style-type: none"> • factual • complete • concise yet has sufficient detail to be informative. 		
<p>Conclusions are drawn which are relevant and consistent with the evidence presented.</p>		
<p>Recommendations are relevant, and consistent with the report content, including the conclusions.</p>		
<p>The content is structured in a logical and relevant order.</p>		
<p>The report is expressed in a relevant format.</p>		
<p>The report is structured with headings that identify the content.</p>		
<p>Vocabulary, including any technical language used, is relevant, accurate, clear, and contributes to a relevant tone for the report.</p>		
<p>Spelling, punctuation and grammar contain only minor errors.</p>		

Sources of data are identified and used to allow sufficient evidence to be collected.		
Any graphics used make relevant information and facts clear.		
Any units of measure used are correct and consistent.		
Report achieves its intended purpose.		

Assessor Signature:

Date:

Confirmation of authenticity of report/s submitted for assessment

_____ (name of learner) is currently being assessed in Unit Standard 3491 Write a report. They are required to submit two reports that have been written for assessment.

The learner has been asked to obtain written confirmation that the reports have been prepared by them without assistance in their writing. It is acceptable that some of the ideas may have come from others.

It also needs to be confirmed that the reports meet the needs of the organisation and that they serve the purpose for which they are intended.

Your signature on this document is accepted as confirmation of the above.

Please only write the title of the report/s that you are able to verify.

Title of report one: _____

Title of report two: _____

Name of verifier: _____

Position of verifier: _____

Date verified: _____

Thank you for your assistance.

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 3491.

<i>Task / Element</i>	<i>Evidence required</i>	<i>Judgement</i>
<i>Task 1 / Element 1</i> Write a report	Two reports up to 1000 words long. Manager's confirmation of authenticity.	Report checklist requirements are all met.