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| Title | **Complete an incident report** | | |
| Level | **1** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to complete an incident report. |

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| Classification | Communication Skills > Writing |

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| Available grade | Achieved |

**Guidance Information**

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, *Write a focused report* (Level 4)

Unit 9685, *Write an analytical report* (Level 5).

2 Candidates must be assessed against this unit standard in a real-life context using naturally occurring evidence, or in simulated conditions relevant to the candidate which require performance equivalent to a real-life context.

3 Candidates must be given the opportunity to edit and proof read their work before it is assessed.

4 In this unit standard, *relevant* means fitness for purpose in terms of:

- the purpose of the report

- the context, situation, and occasion

- the subject matter

- the intended audience

- organisational requirements, which must be, or closely resemble, the requirements of a workplace.

5 An incident report could be about an accident (whether or not it causes harm). It could also be any written narrative about an incident required for organisational purposes.

6 Legislation relevant to this unit standard may include but is not limited to the – Health and Safety at Work Act 2015, Human Rights Act 1993, Employment Relations Act 2000.

7 Content related to this unit standard may be of a personal nature. Full and clear consent of people may need to be obtained before they participate in any associated learning and/or assessment. Refer to the Privacy Act 2020.

8 All activities relevant to this standard will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

9 All activities will, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

**Outcomes and performance criteria**

**Outcome 1**

Complete an incident report.

**Performance criteria**

1.1 Information in the report is factual, relevant, accurate, and complete.

1.2 Events are reported chronologically.

1.3 The report is expressed in a relevant format.

1.4 Vocabulary, including any technical language used, is precise, clear, and contributes to a relevant tone for the report.

1.5 Punctuation, spelling, and grammar errors do not affect the readability or overall meaning of the report.

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| Planned review date | 31 December 2026 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 18 May 1995 | 31 December 2014 |
| Review | 2 | 24 March 1998 | 31 December 2014 |
| Review | 3 | 17 October 2002 | 31 December 2014 |
| Rollover and Revision | 4 | 25 July 2006 | 31 December 2014 |
| 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 |
| Review | 8 | XXXX 2021 | N/A |

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| --- | --- |
| Consent and Moderation Requirements (CMR) reference | 0113 |

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.