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| Title | **Write a report** |
| Level | **3** | **Credits** | **4** |

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| Purpose | People credited with this unit standard are able to write a 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 given the opportunity to edit and proof read their work before it is assessed.

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

- the purpose of the report

- the context and situation

- the subject matter

- the intended audience.

4 The report must be long enough to generate the evidence required for assessment, approximately 1000 words.

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

6 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**

Write a report.

**Performance criteria**

1.1 Information is factual, complete, and relevant.

1.2 Quantity and quality of the information presented are relevant.

1.3 The content is in a structured and logical order with headings.

1.4 Punctuation, spelling, and grammatical errors are minimal.

1.5 Tone and vocabulary, including any technical language used, are relevant and contribute to the intention of the report.

1.6 Conclusion(s) are drawn that are consistent with the evidence presented in the report.

1.7 Any recommendation(s) are relevant and consistent with the report’s conclusions.

1.8 Sources of data are referenced in a consistent format.

1.9 The report is fit for purpose.

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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**Status information and last date for assessment for superseded versions**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 2013 |
| Review | 2 | 24 March 1998 | 31 December 2013 |
| Review | 3 | 17 October 2002 | 31 December 2013 |
| Rollover and Revision | 4 | 25 July 2006 | 31 December 2013 |
| 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 if you wish to suggest changes to the content of this unit standard.