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| Title | **Write an analytical report** | | |
| Level | **5** | **Credits** | **5** |

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| Purpose | People credited with this unit standard are able to write an analytical 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 Definition

*Organisational requirements* refer to organisational policies and procedures, and include any ethical and legal requirements relevant to the organisation.

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

4 For assessment, the report must be at least 1500 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 an analytical report.

**Performance criteria**

1.1 The purpose, audience and scope of the report are determined.

1.2 Report is consistent with the purpose and organisational requirements.

Range report must include – introduction, terms of reference, findings, discussion, conclusions, references;

report may include - executive summary, abstract, recommendations, glossary, appendices.

1.3 The language throughout the report is appropriate for the audience.

Range language includes – spelling, punctuation, tone, vocabulary, grammar, syntax.

1.4 Findings are presented in a format that matches the data and the audience.

Range presentation may include but is not limited to – tables, graphs, text, diagrams.

1.5 Conclusions are consistent with findings.

1.6 Any recommendations made are consistent with the purpose, scope, findings, and conclusions.

1.7 Report format is consistent and in accordance with the purpose and any organisational requirements.

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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 | 28 February 1997 | 31 December 2012 |
| Revision | 2 | 8 June 1999 | 31 December 2012 |
| Revision | 3 | 16 October 2002 | 31 December 2012 |
| Revision | 4 | 22 January 2003 | 31 December 2012 |
| Review | 5 | 25 July 2006 | 31 December 2013 |
| Review | 6 | 17 November 2011 | 31 December 2017 |
| Review | 7 | 18 June 2015 | 31 December 2020 |
| Review | 8 | 16 February 2017 | N/A |
| Review | 9 | 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.