

Title	Write a short report		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to write a short report.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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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 proofread their work before it is assessed.
- 3 The report should be 500-700 words.
- 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.
- 5 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 6 All activities must, 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 short report.

Performance criteria

- 1.1 The report is written to be accurate in detail, clear in meaning, complete, and concise.
- 1.2 The content is written in a structured and logical order with headings.
- 1.3 The report is written so that the punctuation, spelling, and grammatical errors do not affect the overall readability and meaning.
- 1.4 The report is written so that the tone and vocabulary, including any technical language used, are relevant and contribute to the intention.
- 1.5 The report is written to be fit for purpose.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions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	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference	0113
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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.