

Unit ID: 1792	
Domain	OFFICE ADMINISTRATION
Title:	Present information in a report format as part of an office environment
Level: 4	Credits: 6

Purpose

This unit standard is intended for those who present information in a report format as part of an office environment. People credited with this unit standard are able to identify and gather information related to report of a selected business; and compile a report in line with business requirement.

This unit standard is intended for people who carry out administrative functions in an office environment.

Special Notes

1. Entry information

Prerequisites:

- Unit 1157 – *Demonstrate basic knowledge of workplace health and safety or demonstrate equivalent knowledge and skills.*

2. Assessment evidence may be collected from a real workplace, a simulated real workplace in which office administration operations are carried out.
3. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, practical unit standards in this Subfield.
4. Glossary
 - *Reports* may include but not limited to annual reports, performance reports and trip reports.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11, 2007
 - Occupational Health and Safety Regulations, 1997 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the

Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Identify and gather information related to report of a selected business

Performance Criteria

- 1.1 Reports are identified in line with organizational requirements.
- 1.2 Information needed for the identified report is gathered.
- 1.3 Template report is produced in line with organizational requirements and identified purpose.
- 1.4 Additional information is sourced for input to the report.

Element 2: Compile a report in line with business requirement

Performance Criteria

- 2.1 Identified report is compiled using gathered information.
- 2.2 Produced templates are used to compile the report and any necessary modifications are made and noted to ensure compliance with business requirements.
- 2.3 The identified information sources are used to provide the information required by the organization.
- 2.4 The report is distributed in the required manner and in time to meet the specified deadline.

Registration Data

Subfield:	Business Services
Date first registered:	28 March 2018
Date this version registered:	28 March 2018
Anticipated review:	2023
Body responsible for review:	Namibia Training Authority