

Report Writing

1. Overview

The purpose of this programme is to support participants who are responsible for writing reports. It is intended for those working in administration in both commercial and non-commercial organisations, who are responsible for presenting information in a clear and professional report format.

The programme aims to help participants develop the skills needed to gather, organise, and present information effectively for decision-making and communication.

2. Programme Outcomes

- Working in administration in commercial and non-commercial organizations and who is responsible for presenting information in report format
- To be able to plan and allocate the resources required to maximize efficiencies in an office environment whilst minimizing resource costs in achieving stated objectives

Qualification:	Certificate of Completion
Duration:	2-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0593
SAQA US:	110023
NQF Level:	4
Credits:	6
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. Alternatively, the learning material will be emailed to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online, (1) Blended & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(110023 US):** Present information in report format

4. Topics

Module 1: Present information in report format

- Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business
- Identifying information sources and organizational procedures for obtaining and distributing information relevant to a selected business function
- Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met
- Liaising with relevant parties and verifying that reported information is in accordance with requirements and purpose of the report

5. Target Audience:

- Office Administrators
- Administrative Assistants
- Junior Managers or Team Leaders
- Business Support Staff
- Clerical and Operational Staff involved in reporting and resource planning
- Any employee responsible for compiling and presenting internal or external reports

6. How will the Organisation Benefit:

- **Improved Reporting Accuracy:** Staff will produce clear, accurate, and timely reports aligned with business needs.
- **Enhanced Communication:** Consistent report formats and reliable data improve internal and external communication.
- **Increased Operational Efficiency:** Learners will be equipped to plan and manage office resources more effectively.
- **Cost Reduction:** Proper resource allocation helps reduce unnecessary spending.
- **Compliance and Accountability:** Accurate reporting supports better decision-making and compliance with reporting standards.
- **Staff Development:** Boosts employee confidence and capability in handling administrative and reporting tasks.

We trust that the above is in order and look forward to hearing from you for Implementation

7. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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