EXECUTIVE SUMMARY

Report Writing and Record Keeping

NQF Level 4

Faculty of Business: Management Sciences

Learning Programme Title	Report Writing and Record Keeping
Learning Programme ID	110009 and 110023
Registration End Date	2018-06-30
Last Date for Enrolment	2019-06-30
Duration	3 Days
NQF Level	Level 4
Minimum Credits	10
Learning Assumed to be in Place	• Communication at NQF Level 3 • Mathematical Literacy at NQF Level 3 • Computer Literacy at NQF Level 3
Originating Qualification	FETC: Business Administration NQF Level 4 (61595)

Specific Outcomes	Content Outline
- Control and deal with confidential information and documents. - Control and evaluate ordering and distribution of office stationery. - Implement control measures with individuals. - Relate the purpose, content, form, frequency and recipients of a range of reports. - Identify information sources & organisational procedures for obtaining & distributing information. - Compile reports related to a selected business function. - Liaise with relevant parties and verify that reported information is in accordance with requirements.	- Confidential Information - System and Procedures - Securing Documents - Ordering and Distribution of Stationery - Office Stationary Policies, Procedures and Strategies - Stock Levels - Shrinkage Controls - Reports Reflecting Stationary Movements - Implementing Control Measures - Implementing Control Measures - Recording Non-Conformances - Handling Reported Non-Conformances - Report Purpose, Content, Form, Frequency and Recipients - Main Categories of Business Reports - Regular Types of Business Reports - Information Needs and Report Purposes - Report Templates - Report Purposes, Recipients and Frequency of Distribution - Obtaining and Distributing Information - Sources of Information - Levels of Confidentiality - Compiling Reports - Compiling Reports using Current Information

- Characteristics of Effective Reports
- Creating Templates for Reports
- Using Identified Information Sources
- Distributing Reports to Meet Specific Deadlines

- Liaising with Relevant Parties and Verifying that Reported Information is in Accordance with Requirements

Qualification Overview

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
110009	Manage administration records	4	4
110023	Present information in report format	4	6
		TOTAL	10