

**SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	General Management					
TSC	Technical Report Writing					
TSC Description	Produce reports with specific information and evidence presented in a clear and structured format					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		BPM-GMT-2016-1.1	BPM-GMT-3016-1.1	BPM-GMT-4016-1.1		
		Assist in drafting a report by gathering the supporting information	Create and value add to a report in accordance with the purpose of the report	Adapt different techniques and concepts in technical writing for effective engagement with individuals and/or teams within the organisation		
Knowledge		<ul style="list-style-type: none"> Types of supporting evidences for writing conclusive reports Methods of collecting information Methods of analysing information 	<ul style="list-style-type: none"> Types of reports Sections of a report Report writing techniques Elements of well-written reports Methods of displaying data 	<ul style="list-style-type: none"> Different types of technical writing Technical writing techniques Technical writing guidelines Intended audience of report 		
Abilities		<ul style="list-style-type: none"> Gather information to support report drafting Analyse information gathered according to established practices Summarise key findings to be included in reports for review 	<ul style="list-style-type: none"> Identify objectives of reports in accordance with organisational procedures Outline and structure reports in consultation with relevant stakeholders Collaborate with others to draft reports that effectively conveys information to readers Proofread reports to minimise errors Submit reports to relevant stakeholders 	<ul style="list-style-type: none"> Identify types of technical writing to apply for different target audience Apply appropriate writing format using effective technical writing techniques Collaborate with others to verify prepared content for completeness in regards to intended audience Document technical writing according to organisational procedures 		