

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

TSC Category	People Management					
TSC	Report Writing					
TSC Description	Present specific information and evidence in a clear and structured format					
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			ELE-PPM-3003-1.1	ELE-PPM-4003-1.1		
TSC Proficiency Description			Organise the objectives and structure of the report, drafting and proofreading and seeking feedback to improve the report	Adapt different techniques and concepts in technical writing for effective engagement with individuals and/or teams within the organization		
Knowledge			<ul style="list-style-type: none"> Types of reports Sections of a report Report writing techniques Elements of a well-written report Methods of displaying data 	<ul style="list-style-type: none"> Different types of technical writing Technical writing techniques Technical writing guidelines 		
Abilities			<ul style="list-style-type: none"> Identify objectives of report in accordance with organisational procedures Outline and structure report in consultation with relevant stakeholders Draft report that effectively conveys information to readers Proofread report to minimise errors Submit report 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 technique Verify prepared content for completeness Document technical writing according to organisational procedures 		