

TSC Category	Business and Organisational 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
		ECM-BIN-2015-1.1	ECM-BIN-3015-1.1	ECM-BIN-4015-1.1		
		Assist in the drafting of reports by gathering the necessary supporting information	Organise the objectives and structure of reports, drafting, proofreading and seeking feedback to improve reports	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 evidence 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 a well-written report Methods of displaying data 	<ul style="list-style-type: none"> Different types of technical writing Technical writing skills Technical writing guidelines Intended audience of a report 		
Abilities		<ul style="list-style-type: none"> Gather information to support report drafting, as instructed 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 convey 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 audiences Apply appropriate writing formats using effective technical writing skills Collaborate with others to verify content for intended audiences Document technical writing according to organisational procedures 		