

TSC Category	Quality Management					
TSC	Technical Writing					
TSC Description	Apply technical writing approaches to communicate complex information and enable actions in pursuit of defined project goals					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
				WPH-QUA-4043-1.1	WPH-QUA-5043-1.1	
				Develop technical report structures, writing guidelines and standards for the organisation	Plan and present useful information in a concise and coherent manner that leads to conclusions aligned with the report objectives.	
Knowledge				<ul style="list-style-type: none"> Types of technical report structures Legislation and organisational policies that may impact technical reporting requirements Methods of establishing document control procedures Methods of reviewing documentation processes Methods of conducting documentation audits 	<ul style="list-style-type: none"> Objectives of technical reports Technical report requirements Types of technical reports Typical components of a technical report Data collection methods Data analysis processes Tools for data presentation in a technical report 	
Abilities				<ul style="list-style-type: none"> Select appropriate report structures and formats to be implemented for different types of technical activities Develop overview of report structure and content to create organisation standards for communicating information Develop documentation procedures for formatting, review processes, version control, distribution, and filling 	<ul style="list-style-type: none"> Determine the technical report objectives and requirements to meet the needs of the target audience Collect and analyse data for turning into useful information to be included in the technical report Solicit feedback and incorporate changes into the draft report to align with the report objectives and requirements before presenting to the target audience Present the information in writing to meet the 	

SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT

				<ul style="list-style-type: none">• Conduct management review of documentation processes to ensure compliance with established procedures• Conduct document audits• Establish organisational document management systems	report objectives and requirements in a concise and coherent manner	
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