
Overview

This standard is about reports in life sciences or related industries. You will be expected to source relevant and reliable data, structure, review and present in accordance with approved procedures and practices. You will be expected to use relevant business and scientific or technical understanding, methods and skills to report on a well-defined but complex topic. You will be expected to take responsibility for overall courses of action. You will exercise autonomy and judgement within fairly broad parameters and understand different perspectives or approaches used within the workplace.

Accurate and reliable reports are essential in all organisations. They are an effective way of communicating important information, whether this is internal or external to the organisation.

Your underpinning knowledge will enable you to use practical, theoretical or technical understanding to address workplace problems that are well defined but complex and non-routine. You will know how to analyse, interpret and evaluate relevant business and scientific or technical information and ideas, and will be aware of the nature and approximate scope of the business and scientific or technical activities undertaken. You will understand different perspectives or approaches on workplace activities.

Who this standard is for

The standard is recommended for more experienced staff, who may be taking on more supervisory roles.

**Performance
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures to protect yourself and others
 - P2 establish the scope and purpose of the scientific or technical report to be delivered
 - P3 determine quality and delivery issues, and the resources needed to deliver the report
 - P4 present the report data and content in an appropriate format
 - P5 implement quality checks according to the workplace procedures and policies
 - P6 include all information that is relevant and sufficient
 - P7 obtain feedback on your early draft to ensure that the final report meets the stated purpose
 - P8 follow the relevant procedures for authorisation from the appropriate people and for release of the report
 - P9 ensure that the report is completed and issued within the agreed time limits
 - P10 present the work done, to the appropriate people, in accordance with departmental and organisational procedures

Knowledge and understanding

You need to know and understand:

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting the activities
- K3 the organisational requirements for maintaining the security of the workplace and keeping confidential documents
- K4 the workplace business aims and goals and the planning process
- K5 how your scientific or technical activities add value through delivering workplace products, services and processes
- K6 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K7 the types of investigation initiated and used to review the effectiveness or appropriateness of methods, action and results of your scientific or technical work
- K8 the legal responsibilities for health and safety issues relevant to work being carried out
- K9 the requirements of any external regulatory bodies, where they are appropriate to the reports
- K10 the systems used to ensure quality of reports within the organisation
- K11 the standards and standard operating procedures appropriate to the writing and publishing of reports
- K12 how to establish the scope and purpose of the technical report
- K13 how to access appropriate information and assess the quality and completeness of it
- K14 the range of methods used to present data in reports
- K15 how to structure the report logically, clearly and concisely in the correct format
- K16 how to evaluate the information, draw logical conclusions and make subsequent recommendations
- K17 to whom to distribute the report and the appropriate communication channels
- K18 the authorisation required before reports can be released

Developed by	Cogent
Version number	1
Date approved	October 2013
Indicative review date	October 2018
Validity	Current
Status	Original
Originating organisation	Cogent
Original URN	COGLS323
Relevant occupations	Associated Professionals and Technical Occupations; Science and Mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
Suite	Life Sciences and Related Industries 3
Key words	Health; safety; workplace hazards; manual handling; unsafe practices