<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Business and Organisational Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Technical Report Writing</td>
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<tr>
<td>TSC Description</td>
<td>Produce reports with specific information and evidence presented in a clear and structured format</td>
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<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<td>ECM-BIN-2015-1.1</td>
<td>ECM-BIN-3015-1.1</td>
<td>ECM-BIN-4015-1.1</td>
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- 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**

- Types of supporting evidence
- Methods of collecting information
- Methods of analysing information
- Types of reports
- Sections of a report
- Report writing techniques
- Elements of a well-written report
- Methods of displaying data
- Different types of technical writing
- Technical writing skills
- Technical writing guidelines
- Intended audience of a report

**Abilities**

- 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
- 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
- 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

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