TSC Category: Information Management

TSC: Documentation

TSC Description: Write clear, concise and readable reports supported by facts and evidence

<table>
<thead>
<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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<tbody>
<tr>
<td></td>
<td>SEC-IFM-1002-1.1</td>
<td>SEC-IFM-2002-1.1</td>
<td>SEC-IFM-3002-1.1</td>
<td>SEC-IFM-4002-1.1</td>
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<tr>
<td>Describe situations with facts using report templates</td>
<td>Verify and enhance documentations</td>
<td>Compile and write reports for clarity and readability</td>
<td>Edit reports for clarity and readability</td>
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**Knowledge**

- Types of audience and documentation
- Types and sources of information required
- Organisational procedures for mentioned topics
- Legislation Act and its application
- Methods of storing and preserving information / materials and evidence
- Essentials of a good investigation log sheet
- Rules of disclosure
- Types of audience and documentation
- Types and sources of information
- Organisational procedures for the mentioned topics
- Legislation Act and its application
- Information gathering and collating
- Briefing and debriefing
- Reporting procedures
- Documentation requirements and procedures
- Report writing
- Interpersonal and teamwork

**Abilities**

- Fill in incident report templates
- Write stakeholder’s particulars into key press sign-out booklets
- Write legibly about the outstanding tasks to be performed in the handing over booklet
- Write visit details in the visitors’ log book
- Note facts about incident for evidence
- Check the incident report for spelling and legibility
- Periodically check on the legibility for logs and booklets
- Review notes used for evidence
- Edit writing styles of reports to aid legibility
- Clarify on items of information that are ambiguous or doubtful
- Organise information gathered in a systematic manner for ease of
- Create written reports for reporting purposes
- Create written reports to record evidence
- Create fact sheets to record evidence
- Review the items of information gathered
- Organise and prioritise information in a systematic manner
- Submit information gathering report in required report format and written in clear and concise manner
- Perform edits to meet legislation requirements for evidence reporting
- Perform editorial edits for reports
- Clarify with team members on items of information that are ambiguous or doubtful
- Prepare a complete and accurate account of the report according to organisation procedures
- Submit report to management in accordance with

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<table>
<thead>
<tr>
<th>Understanding and Review</th>
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<td>• Provide clarification with appropriate person, if required, on details in the submitted report</td>
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<tr>
<td>• Store approved report in accordance with organisational requirements</td>
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<table>
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<th>Organisational procedures and</th>
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<td>• Clarify with management if needed on details in the report</td>
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