

WRITTEN COMMUNICATION AND INTERPRETATION OF REPORTS

(Essentials of Written Communication and Fundamentals of Compiling Workplace Reports)

Duration:	4 days
Target:	Operators / candidates competent in NQF Level 2
Prerequisite:	NQF Level 2
NQF Info:	NQF Level 3
Qualification:	Towards the National Certificate in Plastics Manufacturing / Polymer Composite Fabrication / Thermoplastic Fabrication NQF Level 3
Credits:	18
Certification:	merSETA-accredited Plastics SA Certification

Unit Standards

- Interpret and use information from texts [8969]; Write texts for a range of communicative contexts [8970]
- Complete feasibility and commissioning reports [12488 / 9529]; Investigate life and work-related problems using data and probabilities [9012]

Objective of Learning Programme

To be able to use a range of reading and viewing strategies to understand the literal meaning of specific texts, to extract implicit messages in texts, appropriate to the context. To explain how language structures and features may influence a reader. To be able to generate relevant information needed for reports. To measure progress, apply corrective action and manage the work process. To pose questions, collect and organise data. To represent and interpret data using various techniques to investigate real life and work problems. To use random events to explore and apply probability concepts in simple life and work-related situations.

Outcomes

At the end of the learning programme, learners will be able to

- Develop and use a range of reading and viewing strategies to understand the literal meaning of specific texts
- Use strategies for extracting implicit messages in texts
- Respond to selected texts in a manner appropriate to the context
- Explore and explain how language structures and features may influence a reader
- Identify a source of text and discuss text in terms of reliability, possible bias, purpose and audience
- Promote, or support, a particular line of thought/cause and explain with reference to selection or omission of materials. Instructions and requests are acted upon. Text-type, format and register used are on the correct level of formality
- Demonstrate an understanding of the basic concepts used in the workplace when generating reports.
- Identify three different types of reports required in the work environment and the type of information needed to compile the reports
- Arrange information in such a way that the report is logical, easy to understand and applicable for use in the work environment
- Pose questions, collect and organise data
- Represent, analyse and interpret data using various techniques
- Use random events to explore and apply probability concepts in simple life

Contents

- Use of basic concepts when generating information for report writing
- Use of examples that demonstrate an understanding of the application of basic concepts
- Use of three different types of reports required in the work-environment
- Use of relevant workplace information is prioritised in a logical way
- Arrange a logical flow to the report. Data is gathered, organised, sorted and classified in a suitable manner for further processing and analysis. Experiments and simulations are chosen appropriately in terms of the situation to be investigated, and probabilities are determined. Predictions are based on validated experimental or theoretical probabilities

Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training. A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due approval process.