

Overview

Statutory reports and compliance to known standards underpin the business ethos and the corporate identity of the company.

This standard is for learners who work in either an administration or in a production co-ordination department. Unless you have worked in a company in one of the roles described for at least two years it is unlikely you will have the skills and knowledge to undertake this standard.

Dependent on where you work, the kind of report you will be required to produce may differ.

Management reports are usually generated from a Management Information System (MIS) and the kind of reports generated is sometimes dependent on the system or what information is required.

Senior management normally generate management reports for their own purpose, but this standard has been devised as a "stepping stone" to introduce learners to the systems and formats employed. The learner will be expected to analyse, evaluate and make suggestions to decision makers for improvement across areas they will be involved in. They must present the information clearly and objectively, in a manner that can be easily understood, and submit the report to those requiring it in a timely manner.

The standard is also concerned with monitoring the performance of an organisation or parts of an organisation and making recommendations that will enhance the organisation's value.

The kinds and range of reports are outlined in the scope section of this document.

Performance criteria

You must be able to:

1. identify different types of management reports produced by your company
2. produce relevant reports to meet specifications
3. structure reports logically following standard operating procedures
4. include current and relevant information to meet specifications
5. reference related information to meet specifications
6. formulate conclusions and make recommendations based on results included in reports
7. check reports meet specified purpose, agreed requirements and needs of end users

Knowledge and understanding

You need to know and understand:

1. for whom the report is intended
2. why reports are required
3. how to structure a report and the expected components
4. organisational report formats and styles
5. value and use of references within reports
6. importance of meeting deadlines
7. range of reports required
8. need for different reports
9. purpose of different reports

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Produce management reports



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