



WRITE A TECHNICAL REPORT

Unit Standard: 116389



Course Information



mictseta

Accelerating quality skills towards an information savvy society

Programme Approval no: LPA/00/2018/07/0026

Media, Information and Communication Technologies
Sector Education and Training Authority

Qualification Title

National Certificate: Information
Technology (Systems Development)

Course Title

Write a Technical Report

Course Level

4

Course Credits

4

Course Duration

Three days

Cost of Course

R 2 800,00 per delegate (excluding 15%
VAT)

Course Overview

Purpose of the Unit Standard is to be able to write a clear, complete and correct technical report, which contains all the necessary information, and which is easy to understand.

Systems Development

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| Who Should Attend? | <ul style="list-style-type: none"> This course is for anyone interested in the field of system development and computer architecture concepts. |
| Course Objectives | <ul style="list-style-type: none"> Collect information for writing the report. Plan the writing of the report. Write the report. Revise the report. |
| Benefits | <p>Benefits of this course include learning to:</p> <ul style="list-style-type: none"> Determine the information required for the report. Select the correct equipment and/or tools to collect the information required. Collect, analyze, organize and critically evaluate information required for the report to achieve its purpose. Communicate effectively by writing reports. Use science and technology effectively and critically. Appropriately use tools and instrumentation for a particular purpose. |

Course Content

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| Course Modules | <p>Course modules include:</p> <ol style="list-style-type: none"> The purpose of the report. The selection of correct equipment and/or tools is required to ascertain the facts. What to present in the report and to put in a logical order. Consequences of providing incorrect information listed and explained. The layout of the report. The report is checked to ensure it is clear, concise, complete and correct. |
| Certification and Assessments | <p>All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.</p> |

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.