

Competence 10

The ability to plan and write survey reports. To quality control all survey data outputs

This meets the requirements of IMCA S/S14/000//09/9.4 & 9.5

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Demonstrates the ability to plan a final survey report that meets project requirements	
b)	Demonstrates the ability to produce a final report for a survey project	
c)	Demonstrates the ability to co-ordinate the production of material for inclusion in a final survey report	
d)	Demonstrates a knowledge of company reporting formats and methods	
e)	Demonstrates the ability to produce quality control procedures for the output of all data types relevant to final reports	
f)	Demonstrates the ability to implement quality control procedures for the output of all data types relevant to final reports	
g)	Demonstrates the ability to maintain reporting quality control records	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	