1. Title	Write all kinds of electrical and mechanical engineering reports in Chinese
2. Code	EMCUDE506A
3. Range	For electrical and mechanical engineering design and operation, use correct report format to write all kinds of electrical and mechanical engineering reports in Chinese, including project management progress report, operation management report, engineering progress report, equipment fault report, accident investigation report, etc.
4. Level	5
5. Credits	6
6. Competency	Performance Requirements 6.1 Key points of all kinds of electrical and mechanical engineering reports and their presentation ♦ Understand the key points and purposes of all kinds of electrical and mechanical engineering reports, including: • Equipment fault report • Equipment inspection report • Accident investigation report • Operation management report ‣ Financial status of the company ‣ Balance of account ‣ Engineering budget • Engineering project management progress report ‣ Progress of crucial procedures ‣ Status of implementation of work plan, delay and causes, monitoring indicators and solutions ♦ Understand formats the above-mentioned electrical and mechanical engineering reports and common technical terms of electrical and mechanical services 6.2 Write all kinds of electrical and mechanical engineering reports in Chinese ♦ Use correct report format to write all kinds of the above-mentioned electrical and mechanical engineering reports in Chinese ♦ Use drawings to strengthen and enrich the contents of the reports, including bar chart, square chart, pie chart, circular chart and flow chart, etc ♦ Write in fluent Chinese
7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to write all kinds of electrical and mechanical engineering reports in fluent Chinese with graphs which conform to official document standards.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic Chinese level.