
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:
- P1 identify the different types of management reports produced by your company
 - P2 produce relevant reports
 - P3 logically structure the report
 - P4 include information that is current, relevant and accurate
 - P5 make appropriate references to related information
 - P6 formulate conclusions and make recommendations that are based on results included in the report
 - P7 ensure your report meets its purpose, agreed requirements and the needs of end users

Knowledge and understanding

You need to know and understand:

- K1 for whom the report is intended
- K2 why the report is required
- K3 how to structure a report and the expected components
- K4 organisational report formats and styles
- K5 the value and use of references within reports
- K6 the importance of meeting deadlines
- K7 the range of reports required
- K8 the need for different reports
- K9 the purpose of different reports

Additional information

Scope / range: Some of the reports that may have to be produced, analysed, evaluated and from them recommendations made. (The list is by no means exhaustive)

It has been split into two sections:

- Administrative
- Production

1 Administration

Sales

- Strategic sales report
- Monthly – overview of month
- Enquiries to sales conversion
- Market sectors
- Highlights, potential, opportunities
- Monthly forecasts

Management accounts

- Forecast profit and loss
- Actual profit and loss
- Added value report analysis
 1. Per Salesman
 2. Per market
 3. Per customer
- Business indicators

2 Production

- Quality
- Spoilage
- Target
- Cost/Quality target
- Efficiency
- Production
- Environmental

There are also a number of ad hoc reports they may be asked for.

PROPA13 SQA Unit Code (H7TW 04)
Produce print industry management reports



Developed by	Proskills
Version number	1
Date approved	October 2013
Indicative review date	April 2018
Validity	Current
Status	Original
Originating organisation	Proskills
Original URN	PROPA13
Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
Suite	Print Administration
Key words	print; administration; report
