AusIMM Courses

Report Writing for Mining

ASSOCIATE CERTIFICATE



Write clearly. Communicate value. Deliver professional reports

Course overview

Turn technical insights into clear, credible, and actionable reports.

This practical, mining-focused course helps professionals at all levels improve their technical writing skills to produce high-quality reports that meet industry standards and support sound decision-making.

Over 5 weeks, you'll learn how to structure, write, and refine mining reports that are accurate, concise, and fit for purpose – through expert-led modules, examples, and real-world applications.

- No advanced writing skills required
- Flexible online delivery
- Digital badge on completion

Why this course matters

Well-written reports are essential to operational success, compliance, and stakeholder trust. Poorly communicated data can delay projects, increase risk, and undermine credibility.

This course is designed to:

- Strengthen communication of technical findings
- Ensure reports meet regulatory and stakeholder expectations
- Build consistency and clarity across teams
- Support decision-making with well-structured, evidence-based writing

Who should enrol?

AusIMM Courses are open to all, with no formal prerequisites; however this course is ideally suited to mining professionals looking to improve their technical writing skills, including:

- Mining and exploration geologists
- Engineers and technical professionals
- Environmental and social practitioners
- Graduate and early-career professionals
- Project managers and consultants
- Anyone responsible for contributing to or reviewing mining reports

PD hours
20 hours

Delivery
100% online

Duration
5 weeks

Certificate
Digital credential

Pricing

Member $1,722
Non-member $2,100

Prices are in Australian dollars and are inclusive of 10% GST

Discounts available when 3 or more participants book together.

Scan for more information

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What you'll learn

Master the foundations of clear, effective technical reporting:

- Best-practice report structures for mining contexts
- Clarity and conciseness in technical communication
- Strategies for tailoring content to different audiences
- Common pitfalls and how to avoid them
- Practical tips for editing and proofreading

Career outcomes

- Enhance your professional credibility through better communication
- Increase promotability with improved documentation skills
- Confidently contribute to technical reports, proposals, and submissions

Organisational benefits

- Ensure consistent, high-quality reporting across teams
- Reduce errors, rework, and misunderstandings in documentation
- Support faster, clearer internal and external communication
- Improve stakeholder confidence through well-written reports

Write with purpose. Communicate with impact

Clarity in reporting leads to better outcomes in safety, operations, compliance, and investment. This course empowers individuals and teams to write with confidence, accuracy, and professionalism.

Don't let unclear communication hold you back. Upskill yourself or your team with the tools to produce professional, effective reports that support the success of your mining projects.

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Facilitator

See full facilitator profile on our course page.



Tim McAuley
BE(Mining) Melb
Associate, AMC Consultants

Tim is an engineering writer with extensive experience, acquired as both engineer and writer, in the mining, energy, and IT industries. This course reflects Tim's experience as engineer, businessman, and professional writer, accumulated over 25 years of learning how to most effectively use the English language as a business tool.

Report Writing for Mining modules

1 Explore report writing in the mining sector

In the first module, you will learn:

1. The importance of effective report-writing to your work and career
2. Key expectations of report writing in the mining sector
3. Common report types in the mining industry
4. Identify the impact of risk appetite on strategic decision making

2 Meet your audience's needs

In the second module, you will learn how to meet your audience's needs by:

1. Choosing the level of detail that is appropriate for your intended audience
2. Structuring your argument logically at every level of the document
3. Ordering information to ensure it is effectively communicated

3 Make your report effective and impactful

In the third module, you will learn how to clearly communicate your argument by selecting and using textual and visual elements.

This includes:

1. Importance of using textual and visual elements to communicate clearly
2. Choosing the most effective language (formal vs informal, jargon, idioms, accessibility, avoiding bias)
3. Eliminating basic errors that distract the reader
4. Using hyphens and capitalisation to make your meaning clear
5. Accepted conventions for formatting reports, such as numbers, measurements, citations and references.
6. Using visual elements to illustrate your ideas, including charts, tables, and other graphical elements
7. Why punctuation and grammar are important
8. How to address common causes of ambiguity and misreading
9. Eliminating wordiness

4 Put it into practice

In the final module, you will learn how to plan and apply an effective writing and editing process.

This includes:

1. The value of developing and using an effective writing process
2. The overall process, from planning, through writing, to review and quality control
3. The writing processm, use of writing tools, and effective use of AI
4. The editing process and tools, peer review, QA, and proofreading
5. How to bring these together into a final, professional document
6. Avoiding common traps and errors
7. Using your report-writing skills to advance your career