Australian Government

BSBITU501 Conduct data analysis

Release: 1

BSBITU501 Conduct data analysis

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to identify and analyse numerical datasets from a range of sources. This unit also describes the necessary skills and knowledge to report findings of data analysis.

This unit applies to individuals who are required to analyse numerical datasets and deduce findings as part of their job roles. Individuals that undertake this unit are typically in roles in which they are required to analyse data and communicate trends and/or make recommendations.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify background to reliable sources of data	1.1 Evaluate the importance of large and dynamic data sets for business insight and decision making
	1.2 Evaluate the business value of large and dynamic data sets
	1.3 Document and describe the interdisciplinary, social and industrial contexts of data impacting organisation
	1.4 Evaluate reliability of potential sources, considering timeliness, authority, audience, relevance and potential for bias
	1.5 Access selected sources in accordance with the relevant organisational policy

ELEMENT	PERFORMANCE CRITERIA
2. Analyse and synthesise numerical datasets	2.1 Select methods of numerical data analysis in accordance with relevant industry standards, precedents and techniques
	2.2 Compare and contrast how structured and unstructured data is stored and accessed
	2.3 Evaluate the importance of real-time data access in exploiting large data sets
	2.4 Identify trends and draw inferences in accordance with relevant industry standards, precedents and techniques
3. Produce meaningful outputs	3.1 Determine which trends and inferences are relevant in line with the purpose of the analysis and the relevant organisational strategies
	3.2 Identify appropriate methods of reporting, considering the intended audience and relevant organisational requirements
	3.3 Produce output that is clear and concise within a pre-determined timeframe
	3.4 Circulate to appropriate stakeholders in accordance with relevant organisational policy

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Researches, analyses and evaluates textual information, from a wide range of sources, to identify information relevant to numerical data analysis
Writing	• Develops complex plans and strategies using language and format appropriate to the audience and purpose
Oral Communication	• Uses a range of techniques to communicate complex concepts
Numeracy	• Analyses and synthesises highly embedded mathematical information while testing and analysing results
Navigate the world of work	• Recognises and considers the implications of legal and regulatory responsibilities on own work • Adheres to implicit and explicit organisational procedures and policies, seeking advice from others if necessary

PwC's Skills for Australia

Interact with others	•	Actively identifies the requirements of important communication exchanges, selecting appropriate channel, format, tone and content to suit purpose and audience
Get the work done	•	Uses logical processes to plan, implement and monitor learning in the workplace
	•	Evaluates outcomes of data analysis processes to identify opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU501 Conduct data analysis Release 1	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10