



Australian Government

Department of Education, Employment and Workplace Relations

TLIE1307C Apply workplace statistics

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to apply statistical data in the workplace including identifying situations where statistics are used in the workplace, collecting numerical data, processing and presenting data, and interpreting trends and patterns from numerical data.

Application of the Unit

The application of workplace statistics is carried out as an integral part of work operations in the context of the workplace concerned.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures. This includes the application of established statistical principle

A range of opportunities may be used to develop the work area and to support the development of work systems and innovative strategies to deal with contingencies and to encourage the achievement of the organisations goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Identify situations where statistics are used in the workplace	<ul style="list-style-type: none">1.1 Types of statistical representations of data are identified1.2 Users of statistical data in the workplace are identified1.3 Statistical data representations are matched for appropriate workplace applications
2 Collect numerical data	<ul style="list-style-type: none">2.1 Purpose of data collection is identified2.2 Sources of information are established2.3 Data collection methods are used2.4 Mathematical processes are used to arrange data2.5 Data collected is checked for accuracy2.6 Potential for inaccurate results arising from variables is estimated and described
3 Process and present data	<ul style="list-style-type: none">3.1 Data collected is represented in graphs, tables, averages and percentages as required3.2 Spreadsheets and flowcharts are used to present data
4 Interpret trends and patterns from numerical data	<ul style="list-style-type: none">4.1 Non-conforming results outside of the predicted outcome are noted and reasons identified4.2 Trends or patterns in data are noted4.3 Possible reasons for trends or patterns are generated4.4 Potential solutions are identified

- 4.5 Appropriate techniques are used to encourage participation of team/group members to interpret and use statistical data
- 5 **Apply outcomes of statistical analysis to workplace operations**
 - 5.1 Interpreted data is used to identify possible improvements in work processes and organisation
 - 5.2 Appropriate action is initiated to implement identified strategies for the improvement of processes or work organisation in accordance with workplace procedures
 - 5.3 Improvements are statistically monitored and evaluated in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant procedures and duty of care requirements

Relevant OH&S responsibilities

Workplace protocols and procedures for applying workplace statistics within work activities

Focus of operation of recording, reporting and statistical analysis systems and resources

Resource availability including the processing capacity of equipment and software systems for statistical analysis of data

Coaching and mentoring approaches to support team members to develop knowledge and skills in statistical collection, collation and analysis

Workplace business policies and plans including procedures for reporting performance

Required skills:

Communicate effectively with others when applying workplace statistics

Read and interpret instructions, procedures, and technical data relevant to the application of workplace statistics

Interpret and follow operational instructions and prioritise work

Complete documentation related to workplace statistics

Work collaboratively with others when applying workplace statistics

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems related to the application of workplace statistics in accordance with workplace procedures

Select and appropriately apply technology, information systems and procedures to workplace tasks

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

The workplace environment may involve twenty-four hour operation and may include:	single and multi-site location large, medium and/or small companies
Services, products, risks, work systems and requirements may potentially:	vary across different sections of the workplace
Customer and supplier contact and coordination is:	a requirement of these operations
The key requirement of this unit is to:	interpret the data and provide appropriate, timely information on the outcomes of data analysis to appropriate personnel
Workplace applications of statistical data representations may include (examples only):	monitoring work flow inventory and stock levels customer surveys supplier and market analysis fleet control
Statistics may be generated from	raw data machine generated information complex, dedicated computerised facilities
Personnel in work area may include:	other employees and supervisors customers and suppliers external authorities and agencies management and union representatives industrial relations, Occupational Health and Safety specialists other professional or technical staff, contractors and maintenance personnel
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures

	established procedures
Information/documentation may include:	workplace procedures, policies and instructions
	guidelines relating to minimising risks to the environment and occupational health and safety requirements
	relevant agreements, codes of practice including the national standards for manual handling and the industry safety code
	legislation, regulations and related documentation
	reports of accidents and incidents within regulatory requirements and enterprise procedures
	workplace guidelines on appropriate workplace language and communication strategies and interpretation of relevant information
	quality assurance procedures
Applicable regulations and legislation may include:	relevant regulations, standards and codes of practice
	relevant Australian and state/territory OH&S legislation
	equal employment legislation and related policies
	environmental protection regulations

Unit Sector(s)

Not applicable.

Competency Field

E - Communication and Calculation