



Australian Government

Department of Education, Employment and Workplace Relations

TLIE4013A Apply workplace statistics

Release: 1

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Modification History

Not Applicable

Unit Descriptor

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. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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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 organisation's 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

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Identify situations where statistics are used in the workplace	1.1 Types of statistical representations of data are identified 1.2 Users of statistical data in the workplace are identified 1.3 Statistical data representations are matched for appropriate workplace applications
2 Collect numerical data	2.1 Purpose of data collection is identified 2.2 Sources of information are established 2.3 Data collection methods are used 2.4 Mathematical processes are used to arrange data 2.5 Data collected is checked for accuracy 2.6 Potential for inaccurate results arising from variables is estimated and described
3 Process and present data	3.1 Data collected is represented in graphs, tables, averages and percentages as required 3.2 Spreadsheets and flowcharts are used to present data
4 Interpret trends and patterns from numerical data	4.1 Non-conforming results outside of the predicted outcome are noted and reasons identified 4.2 Trends or patterns in data are noted 4.3 Possible reasons for trends or patterns are generated 4.4 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

REQUIRED KNOWLEDGE AND SKILLS

- 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

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

EVIDENCE GUIDE

- 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/or 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 equipment, and
 - 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 activities in an appropriately simulated environment 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
- vary across different sections of the workplace

RANGE STATEMENT

potentially:

- | | |
|---|--|
| Customer and supplier contact and coordination is: | <ul style="list-style-type: none"> • a requirement of these operations |
| The key requirement of this unit is to: | <ul style="list-style-type: none"> • 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): | <ul style="list-style-type: none"> • monitoring work flow • inventory and stock levels • customer surveys • supplier and market analysis • fleet control |
| Statistics may be generated from | <ul style="list-style-type: none"> • raw data • machine generated information • complex, dedicated computerised facilities |
| Personnel in work area may include: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • company procedures • enterprise procedures • organisational procedures • established procedures |
| Information/documentation may include: | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • relevant regulations, standards and codes of practice |

RANGE STATEMENT

legislation may include:

- relevant Australian and state/territory OH&S legislation
- equal employment legislation and related policies
- environmental protection regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

E - Communication and Calculation