



Australian Government

AHCLPW308 Coordinate and report on data collection

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to coordinate the collection and organisation of data, simple treatments and sorting of the data, and its storage in a digital recording system.

The unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil

Unit Sector

Lands, Parks and Wildlife (LPW)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Confirm requirements of data collection	1.1 Clarify and confirm data format and collection requirements 1.2 Identify source of errors and expected tolerance in data sets 1.3 Select equipment and materials required to collect and store data 1.4 Prepare data capture equipment according to workplace procedures 1.5 Identify and confirm data rights and access arrangements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.6 Establish data backup and data security arrangements 1.7 Identify reporting requirements
2. Coordinate data collection	2.1 Assemble equipment and materials for data collection 2.2 Brief work team on processes, methodology and requirements 2.3 Coordinate data recording, collection and entry 2.4 Check, sort, transfer and store data 2.5 Apply treatments to data according to workplace data management procedures and level of authority 2.6 Implement data backup and data security arrangements 2.7 Implement access arrangements to data set
3. Report on data collection	3.1 Review data collection activity and identify improvements 3.2 Identify data security risks 3.3 Report on data collection and security risks according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	Clearly explain detailed information for data collection with work team using language, tone and pace appropriate to audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLPW308 Coordinate and report	Not applicable	The unit has been created to address an emerging	Newly created

Code and title current version	Code and title previous version	Comments	Equivalence status
on data collection		skill or task required by industry	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>