



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK502A Collect and manage data

Release: 1

AHCWRK502A Collect and manage data

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of collecting, analysing and managing data and defines the standard required to: identify data requirements and establish sampling and data collection techniques; collect and collate data using standardised recording sheets and systems; review sampling and data collection techniques based on validity and reliability of the data; manage data to facilitate retrieval and analysis; analyse data using appropriate statistical and analytical techniques; draw conclusions based on reasoned argument and appropriate evidence; produce a report in required format with information and data presented to support decision making.
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Application of the Unit

Application of the unit	This unit applies to managers and supervisors with a job function to determine the type and extent of data to be collected, access and collate data, evaluate data, manage, analyse and retrieve data.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Determine the type and extent of data to be collected	1.1. Data requirements are clearly defined and communicated to all staff involved in data collection. 1.2. Relevant data sources are identified. 1.3. Type and extent of data required is clearly defined. 1.4. Occupational Health and Safety (OHS) hazards associated with data collecting are identified. 1.5. Data collection methods and techniques are clearly defined relative to data requirements.
2. Access and collate data	2.1. Data collection sheets are formatted to assist collection. 2.2. Data is researched and/or collected from field sources according to enterprise guidelines and with standard research approaches. 2.3. Data is collated by appropriate electronic means. 2.4. Appropriateness of data is monitored and recorded during collection. 2.5. Information is researched using appropriate methods and technologies. 2.6. Sources of information are regularly reviewed for usefulness, validity, reliability and cost. 2.7. Channels and sources of information are used effectively. 2.8. Opportunities are taken to establish and maintain contacts with those who may provide useful information. 2.9. Appropriate OHS requirements and work practices are followed.
3. Evaluate data	3.1. Data collected is relevant, valid and sufficient. 3.2. Where data is unclear or difficult to interpret, clarification and assistance is sought. 3.3. Where data is inadequate, additional data is obtained. 3.4. Information is analysed for its validity and reliability.
4. Manage and retrieve data	4.1. Data is stored by appropriate electronic means. 4.2. Data is presented using appropriate graphical aids and techniques. 4.3. Data is assembled and provided to the manager/client as required and in accordance with standard research approaches. 4.4. Data is retrieved as required.

ELEMENT	PERFORMANCE CRITERIA
	4.5. New methods of recording and storing data are suggested/introduced as needed.
5. Analyse and interpret data	5.1. Data is analysed using appropriate statistical and analytical techniques. 5.2. Data is interpreted to determine its significance, validity and reliability. 5.3. Findings based on the analysis and interpretation of the data is reported. 5.4. Data is organised into a suitable report format to aid decision-making. 5.5. Conclusions drawn are based on reasoned argument and appropriate evidence.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- determine the type and extent of data to be collected
- access and collate data
- evaluate data
- manage and retrieve data
- analyse the data
- interpret the data
- follow safe work practices
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

- data collection techniques and procedures
- data recording and evaluation techniques
- data analysis and interpretive techniques
- data storage and retrieval methods
- data reporting methods.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • identify data requirements and establish sampling and data collection techniques • collect and collate data using standardised recording sheets and systems • review sampling and data collection techniques based on validity and reliability of the data • manage data to facilitate retrieval and analysis • analyse data using appropriate statistical and analytical techniques • draw conclusions based on reasoned argument and appropriate evidence • produce a report in required format with information and data presented to support decision making.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Data may include:	<ul style="list-style-type: none"> • primary and secondary sources including: <ul style="list-style-type: none"> • field work and trials • research materials • published books

RANGE STATEMENT

	<ul style="list-style-type: none"> • academic reports • industry reports • colleagues • computer software • internet • newspapers • photographic data • journals • industry publications • industry specialists and experts.
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Unit Sector(s)

Unit sector	Work
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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