



Australian Government

BSBCUE503 Manage data interrogation

Release: 1

BSBCUE503 Manage data interrogation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage data interrogation from a variety of sources, including database systems.

It applies to individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies, and who will work closely with other members of an organisation and have a high degree of autonomy with managerial responsibility.

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

Unit Sector

Stakeholder Relations – Customer Engagement

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Provide guidance to interrogate data	1.1 Identify information sources 1.2 Assist personnel to collect and record information according to legislation, policy and procedures 1.3 Assist personnel to collate, sort and analyse collected information in relation to purpose for which it is being obtained
2 Assist personnel to	2.1 Identify information to be analysed and identify analysis

ELEMENT	PERFORMANCE CRITERIA
interrogate data	<p>methodology and analysis processes</p> <p>2.2 Assist personnel to reduce and describe subject to support development of interpretations</p> <p>2.3 Review appropriateness of reduced information according to organisational processes</p> <p>2.4 Inform personnel how to archive information not used in reduction and description processes for future reference</p> <p>2.5 Implement supervisory processes, checks and measures to ensure work is completed within time available</p>
3 Provide suitable training and assessment opportunities	<p>3.1 Identify learners' personal skill gaps</p> <p>3.2 Provide appropriate on-the-job training opportunities to fill identified skill gaps and improve work performance</p> <p>3.3 Provide opportunities for personnel to ask questions and seek clarification on training and work performance matters</p> <p>3.4 Provide assistance to personnel to ensure compliance with organisational requirements and access suitable training and assessment</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 2.1-2.3	<ul style="list-style-type: none"> Analyses and consolidates information from a range of sources against defined criteria and requirements and checks for accuracy and completeness
Oral Communication	1.2, 1.3, 2.2, 2.4, 3.3, 3.4	<ul style="list-style-type: none"> Elicits views and opinions of others and obtains information by listening and questioning Articulates requirements and instructions clearly, using language and specific industry terminology appropriate to audience and environment
Numeracy	1.3, 2.1-2.3	<ul style="list-style-type: none"> Analyses and synthesises mathematical information embedded in a broad range of tasks and texts
Navigate the world of work	1.2, 2.3, 3.4	<ul style="list-style-type: none"> Takes personal responsibility for ensuring personnel understand and follow legal/regulatory and organisational requirements and have access to

		appropriate training to address skill gaps
Interact with others	1.2, 1.3, 2.2, 2.4, 3.2-3.4	<ul style="list-style-type: none"> • Demonstrates sophisticated control over oral, visual or written formats, drawing on a range of communication practices to convey technical and compliance information to personnel • Provides feedback on performance and encourages interaction to clarify individuals' skill requirements to reach agreed goals
Get the work done	1.1, 2.1-2.5, 3.1, 3.2	<ul style="list-style-type: none"> • Sequences and schedules complex activities, monitors implementation and manages relevant communication • Uses systematic, analytical processes to gather relevant information, and identify and evaluate options against agreed criteria, when assisting personnel to perform data interrogation tasks • Uses a range of digital tools and applications to access and filter data, and extract, organise, integrate and share information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCUE503 Manage data interrogation	BSBCCO503A Manage data interrogation	Updated to meet Standards for Training Packages Code changed to reflect industry practice	Equivalent unit

Links

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