BSBINS502 Coordinate data management

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and coordinate data management and use a data management plan to ensure relevant stakeholders have sufficient access for organisational purposes.

The unit applies to individuals who are responsible for ensuring that data is readily available and accessible for analysis. It applies to a wide range of data such as business performance data, customer data, statistical data and financial data.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Create data management plan	1.1 Identify data and data sources in organisation that require management
	1.2 Confirm identified data adheres to relevant legislation, standards and organisational policies and procedures
	1.3 Research the required format, methods of access, and size of relevant data
	1.4 Select storage, access and analysis requirements according to research
	1.5 Document and create data management plan according to organisational policies and procedures
2. Coordinate collection	2.1 Identify required stakeholders and confirm data collection

and storage of data	according to data management plan
	2.2 Confirm collected data is stored according to data management plan
	2.3 Review collection and storage of data and confirm it is according to data management plan
3. Coordinate extraction and analysis of data	3.1 Identify relevant stakeholder data requirements
	3.2 Identify data to be extracted
	3.3 Confirm data is extracted by relevant stakeholder according to data management plan
	3.4 Confirm stakeholders analyse data according to data management plan
4. Monitor and review data management	4.1 Establish diagnostic measures to monitor relevant stakeholders' access to data
	4.2 Document number of relevant stakeholders that have accessed data
	4.3 Review diagnostics and safeguards
	4.4 Identify issues in data access and management
	4.5 Rectify issues according to organisational policies and procedures and refer when required

Foundation Skills

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

SKILL	DESCRIPTION
Reading	• Critically analyses complex documentation from a variety of sources and consolidates information relating to specific criteria to determine requirements
Writing	• Develops material for a specific audience using clear and detailed language in order to convey explicit information, requirements and recommendations
Oral Communication	• Uses active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information and to confirm understanding
Teamwork	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Self-management	• Takes responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation
Planning and	• Takes responsibility for planning, sequencing and prioritising

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SKILL	DESCRIPTION
organising	tasks and own workload for efficiency and effective outcomes
Technology	• Uses familiar technologies and systems to access, enter, present and communicate data and information

Unit Mapping Information

No equivalent unit. New unit.

Supersedes but is not equivalent to BSBLIB508 Analyse and describe information resources.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10