



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFFT4008B Interpret and use workplace information**

**Revision Number: 1**

## LMFFT4008B Interpret and use workplace information

### Modification History

Not applicable.

### Unit Descriptor

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| <b>Unit descriptor</b> | This unit covers the competency to locate, use, interpret and manipulate workplace information and statistics in support of development or production activities within the furnishing industry. |
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### Application of the Unit

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| <b>Application of the unit</b> |  |
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

|                           |     |  |
|---------------------------|-----|--|
| <b>Prerequisite units</b> | Nil |  |
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### Employability Skills Information

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| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

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| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide. |
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## 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 used in the workplace are identified<br>1.2.Users of statistical data in the workplace are identified<br>1.3.Statistical data representations are matched for applications to:<br>1.3.1. monitoring workflow<br>1.3.2. inventory and stock levels<br>1.3.3. customer surveys<br>1.3.4. supplier and market analysis |
| 2. Collect data   | 2.1.Purpose of data collection is identified<br>2.2.Sources of information are identified<br>2.3.Data collection methods are used<br>2.4.Mathematical processes are used to arrange data<br>2.5.Data collected is checked for accuracy<br>2.6.Potential for inaccurate results arising from variables is estimated and described                                     |
| 3. Use calculations to present data for analysis                  | 3.1.Data collected is represented on graphs, tables, averages and percentages as required<br>3.2.Spreadsheets, flow charts and/or graphs 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<br>4.2.Trends or patterns in data are noted<br>4.3.Possible reasons for trends or patterns are generated<br>4.4.Potential solutions are identified  |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- research, collect, organise and interpret information related to production, distribution, resource and safety issues
- communicate ideas and information by means and methods which are comprehensible to supervisors, other workers and customers
- access and interpret business information in a timely manner so that it may be used to avoid any backtracking, workflow interruptions or wastage
- work with others to foster the team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly create and interpret statistical information
- create and apply systematic problem solving techniques to anticipate changing information requirements or influences
- use the workplace technology related to workplace information, including equipment, calculators and measuring devices and computing/computer-aided systems

#### Required knowledge

- contemporary business information and statistical reporting, forecasting and presentation techniques
- mathematical calculations, including:
  - addition
  - subtraction
  - multiplication
  - division
  - percentage
- company business policies and plans, including procedures for reports
- company quality systems and business equipment

## 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.

#### Critical aspects of evidence

- Locate, interpret and apply relevant information
- Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment
- Use general and statistical data representations to explain work processes and/or outcomes
- Identify and read graphs, charts, tables and statistical results
- Interpret general and statistical data accurately
- Use appropriate workplace language and communication technologies
- Maintain workplace records

#### Resource implications

Range of business information and statistical data, graphical, tabular and spreadsheet presentation capabilities.

#### Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

#### Context of assessment

Assessment may occur on the job or in a simulated workplace facility with relevant equipment, simulated work instructions and deadlines.

## 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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

#### Unit scope

- This unit covers the work involved in interpreting and using statistics to manage performance in the areas of production, services and organisation
- The application of statistics can be computer assisted, either integrated into the enterprise processes, or stand-alone. Hand held calculators, graphs, charts and mathematical tables may also be used.

#### Unit context

- OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures
- Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements
- Work requires individuals to demonstrate analytical ability, discretion, judgement and problem solving skills

#### Workplace environment

- The use of statistics within an enterprise is undertaken in accordance with established enterprise procedures and practices
- Work is generally performed with little external assistance and with minimal supervision or direction. The development of modifications may require the assistance and cooperation of others
- Customers may be internal or external

#### Tools and equipment

Tools and equipment are to include appropriate computing systems for the storage, manipulation, management and presentation of statistical information

**RANGE STATEMENT****Information and procedures**

- Work procedures/instructions
- Organisation work specifications and requirements
- Benchmarking information and standards
- Legislation/regulations/national and industry codes and practices relevant to the product
- Quality and Australian standards and procedures

**Unit Sector(s)****Unit sector**

Furnishing Technology

**Competency field****Competency field****Co-requisite units****Co-requisite units**

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