



Australian Government

MSS405066 Establish data collection and processing protocols

Release: 1

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Modification History

Release 1. Unit code changed. Unit title changed. Application changed. Performance Criteria changed. Foundation Skills populated. Assessment Requirements changed. Supersedes and is equivalent to MSS45064 Determine and establish information collection requirements and processes.

Application

This unit describes the skills and knowledge required to determine what information is needed to support decision making in a competitive systems and practices environment and to develop and implement data collection and processing protocols that will provide the information.

This unit applies to technical experts, team leaders, managers or other roles who have been given the authority to establish and implement new systems for data collection and processing within the organisation.

This unit applies to any organisation that is implementing competitive systems and practices.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Competitive systems and practices

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse decisions to be made	1.1 Identify personnel to be included in analysis process 1.2 Determine consequences of decisions in liaison with personnel 1.3 Determine variables which can be controlled 1.4 Determine variables which cannot be controlled 1.5 Determine consequences of change in these variables in liaison with affected personnel
2. Define factors that cause variables to change	2.1 Identify factors which can be controlled 2.2 Identify factors which are not able to be controlled 2.3 Identify means of measuring these factors, or indicators for values of

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	<p>these factors</p> <p>2.4 Compile list of measurements or indicators required</p> <p>2.5 Communicate with team members and involve them in development of factors and changes to promote awareness and facilitate learning</p>
3. Develop data collection protocols	<p>3.1 Determine methods of making measurements</p> <p>3.2 Determine methods of quantifying indicators</p> <p>3.3 Calculate cost-benefit of data collection methods</p>
4. Develop systems to produce required information	<p>4.1 Identify user of information and their needs and abilities</p> <p>4.2 Determine data processing needs to produce required information</p> <p>4.3 Determine information distribution channels</p> <p>4.4 Recognise skill development needs of information recipients and provide or initiate support</p> <p>4.5 Implement systems to produce and distribute information</p> <p>4.6 Monitor implementation and adjust to produce required information</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret workplace documentation
- Writing skills to document information requirements and data collection and processing protocols
- Oral communication skills to consult with a range of stakeholders
- Numeracy skills to determine data collection and processing protocols.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS45064 Determine and establish information collection requirements and processes.

Links

Companion Volume Implementation Guides are found in VETNet --

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>