



Australian Government

MSTGN4014 Produce and analyse spreadsheets

Release: 1

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Modification History

Release 1. New unit

Application

This unit of competency describes the skills and knowledge required to design and set up spreadsheets to analyse production and financial performance.

The unit applies to individuals employed in a range of production settings, who design and work with spreadsheets. Work may be conducted in all sectors of the textiles clothing and footwear industry and may involve individual and team activities.

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

Pre-requisite Unit

N/A

Unit Sector

Generic

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Select and prepare resources	1.1	Determine job requirements from specifications, job sheets and work instructions
	1.2	Identify spreadsheet task requirements in relation to data entry, storage, output and presentation
2. Create spreadsheet	2.1	Ensure data is entered, checked and amended to maintain consistency of design and layout
	2.2	Format spreadsheet using software functions to adjust page and cell layout to meet information requirements
	2.3	Ensure formulas are tested and used to confirm output that meets task requirements

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	2.4	Use manuals, user documentation and online help to support best practice in spreadsheet design and production
3. Produce charts	3.1	Select chart type and design that enable valid representation of numerical data to show cost, performance and activity
	3.2	Create charts using required data range in spreadsheet
	3.3	Modify chart type and layout using formatting features
4. Analyse data	4.1	Consolidate data with standard reporting format to report cost, performance and activity
	4.2	Analyse trends in data to identify inventory and cost outcomes
	4.3	Review and update spreadsheet components to match projected outcomes
	4.4	Report outcome of analysis to management

Foundation Skills

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

- Numeracy skills to:
 - use mathematical processes, including addition, subtraction, multiplication, division, percentages, ratios and proportions and volumes
 - calculate with whole numbers, fractions, decimals and percentages
 - estimate and calculate projected outcomes, including margins and profits

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

Unit Mapping Information

Release 1. New unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>