Assessment Requirements for PSPBDR006 Create and maintain profiles

Release: 1

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Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- providing information on profiles to managers, system administrators or analysts
- relating to persons from diverse backgrounds
- applying analysis and decision making using sound judgment
- identifying variables and establishing validity dates and durations
- reviewing and updating profiles
- reading complex legislation
- creating profiles
- documenting performance indicators and outputs
- managing time to meet performance indicators
- inputting profiles into electronic systems

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment relating to the creation and maintenance of profiles
- organisational and jurisdictional values/ethics and codes of conduct
- awareness of the organisation's corporate planning cycle and risk management policy and practices
- policy, procedures, guidelines, protocols and standard operating procedures

- workplace and industry environment
- electronic systems for profiles

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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