



Australian Government

Assessment Requirements for PSPGEN105

Gather and analyse information

Release: 1

Assessment Requirements for PSPGEN105 Gather and analyse information

Modification History

Supersedes and is not equivalent to PSPGEN027 Gather and analyse information.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- access and use information ethically and legally
- use manual and computerised techniques for information management
- apply computer technology to data storage, security, retrieval and presentation
- use basic statistical and numerical manipulation
- use critical analysis techniques
- communicate with colleagues and supervisors
- present information to address business and client needs
- apply problem-solving techniques
- refer issues in accordance with procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation relating to the workplace and the collection, use and storage of information
- policies, procedures, guidelines and standards for information-handling in the organisation, including those related to:
 - confidentiality and privacy and freedom of information
 - security, protection and management of personally identifiable information (PII) and workplace information
 - data collection and management procedures
- storage procedures including electronic and manual filing systems, databases and data storage systems
- sources of work-related information
- economic, legal, security and social issues surrounding the use of information.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation relating to the workplace and the collection, use and storage of information
- policies, procedures, guidelines and standards for information handling in the organisation
- electronic information and records management systems.

Assessors must satisfy the Standards for Registered Training Organisations' 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>