Australian Government
Department of Education, Employment and Workplace Relations

PSPREG415A Receive and validate data

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers activities related to handling data received from a variety of sources which may then be acted upon or referred for further action. It includes receiving and recording data, verifying its authenticity and recommending/taking action as a result.

In practice, receiving and validating data may overlap with other generalist or specialist public sector work activities such as acting ethically, exercising regulatory powers, applying government processes, acting on non-compliance.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in **_bold italics_** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Receive information**	1.1 Required *information* is identified, requested and/or received in accordance with legislative powers, organisational policy and procedures.
	1.2 Incoming information is checked for gaps, anomalies, deficiencies or discrepancies, and compared with pre-existing information, where relevant.
	1.3 Additional *data sources* are accessed and information is obtained to fill gaps and compare with information received.
	1.4 Incoming information is receipted if required in accordance with organisational policy and procedures.
2. **Record information**	2.1 Accurate recording of information is carried out in line with organisational procedures, confirming relevant details of source.
	2.2 Records are maintained as accurate, complete and up-to-date and are presented in the required format.
	2.3 Legislative requirements for recording and storage of information are complied with.
	2.4 Procedures for storage and management of confidential and sensitive information are adhered to.
3. **Verify authenticity of information**	3.1 Initial selection of information is completed using preliminary cull to eliminate unreliable data.
	3.2 Information is corroborated and assessed for its integrity, validity and reliability.
	3.3 Validation or corroboration is carried out with existing information as well as information from outside organisations and other sources where relevant.
	3.4 Useful and useable information is extracted, interpreted and organised in a form that is accessible to users.
	3.5 Analysis is conducted in accordance with agreed indicators and assessment is accurate, relevant and complete.
4. **Recommend/take action as a result of information received**	4.1 Outcomes are recorded and reported in accordance with organisational policy and procedures.
	4.2 Actions are recommended or taken as a result of the outcomes.
	4.3 Decision is documented showing reasons for proceeding/not proceeding or taking other action, after discussion with management, where required.
	4.4 Areas or other organisations that may be affected by information received or outcomes, are identified and informed, in accordance with organisational procedures and legislative requirements, to optimise usefulness of information.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- undertaking research and critical analysis
- using deductive reasoning and evaluation techniques related to information analysis and corroboration
- communicating with a range of diverse clients and staff
- responding to diversity, including gender and disability
- using problem solving and decision making
- using information technology for managing records and files
- applying occupational health and safety and environmental procedures in the context of receiving and validating data

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- public sector legislation, standards and codes of practice
- organisational policy, procedures and guidelines
- international treaties and protocols where these apply
- legislation for freedom of information, privacy, security, occupational health and safety, Crimes Act 1914 and Criminal Code Act 1995
- legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing
- indicators for analysis of data
- profiles and trends related to activities within the organisation
- management of secure information
- equity and diversity principles
- occupational health and safety and environmental considerations relating to receiving and validating data

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	• *Pre-requisite* units that <u>must</u> be achieved <u>prior</u> to this unit:*Nil*
	• *Co-requisite* units that <u>must</u> be assessed <u>with</u> this unit:*Nil*
	• *Co-assessed units* that <u>may</u> be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	• PSPETHC401A Uphold and support the values and principles of public service
	• PSPGOV408A Value diversity
	• PSPGOV422A Apply government processes
	• PSPLEGN401A Encourage compliance with legislation in the public sector
	• PSPREG401C Exercise regulatory powers
	• PSPREG405B Act on non-compliance
	• PSPFRAU401B Monitor data for indicators of fraud
Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:
	• the knowledge requirements of this unit
	• the skill requirements of this unit
	• application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
	• receipt and validation of data in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include:
	• legislation, regulations, policy, guidelines and standards relating to receipt and validation of data
	• public sector values and codes of conduct
	• case studies and workplace scenarios to capture the range of situations likely to be encountered when receiving and validating data
Where and how to assess evidence	Valid assessment of this unit requires:
	• a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when receiving and validating data,

including coping with difficulties, irregularities and breakdowns in routine

- receipt and validation of data in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in **bold italics i**n the Performance Criteria is explained here.

Information may be:	- written - oral - photographic - electronic - classified - not in the public domain - financial - personal: - academic qualifications/academic transcripts - birth certificate - citizenship - decree nisi/decree absolute - deed poll - discharge certificate - employment histories - marriage certificate - passport - travel documents - about clients or staff - checked for age, compatibility and validity
Data sources may include:	- applications - correspondence - declarations - diary entries - electronic records - email - fax records - files - graphics - incident reports - Internet/intranet - notes

- personal records
- pager records
- security records
- security risk management plans
- telephone messages
- video images
- information provided under public interest disclosures, protected disclosures or whistleblowing legislation

Unit Sector(s)

Not applicable.

Competency field

Regulatory.