



Australian Government

RIISTD302D Process data and maintain accurate records

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIISTD302A Process data and maintain accurate records
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to process data and maintain accurate records in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational or technical roles.

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

Elements and Performance Criteria

1. Plan and prepare for data processing	1.1 Access, interpret and apply risk management documentation and ensure the work activity is compliant 1.2 Obtain and confirm data for processing 1.3 Identify and address in writing hazards and risks 1.4 Access data processing/recording equipment and check for faults
2. Use and maintain data	2.1 Use data processing/recording equipment available 2.2 Identify and code data, ensure suitability/compatibility of format for database system 2.3 Check and verify data processing/recording output 2.4 Utilise suitable and appropriate software to store and retrieve data 2.5 Transfer data effectively
3. Analyse and present data	3.1 Record accurate and relevant observations in a form accessible to others

	<p>3.2 Use appropriate conventions and symbols</p> <p>3.3 Convert instrument readouts into a written or graphical form suitable for interpretation</p> <p>3.4 Use technology to analyse data</p> <p>3.5 Present results in format that meets organisational standards</p>
4. Maintain accurate records	<p>4.1 Document and update written records, procedures and techniques</p> <p>4.2 Verify accuracy of records</p> <p>4.3. File and store information</p>

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIISTD302A Process data and maintain accurate records

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>