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RIISTD302E Process data and maintain accurate records

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to process data and maintain accurate records in the resources and infrastructure industries.

It applies to those working in supervisory and technical specialist roles. They generally work under minimal supervision to undertake a broad range of skilled applications in varied work contexts, using some discretion and judgement in selecting equipment, services or contingency measures.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare for data processing	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required process data and maintain accurate records 1.3 Identify and address in writing hazards and risks according to workplace procedures 1.4 Access data processing and recording equipment and check for faults according to manufacturer specifications
2. Use and maintain data	2.1 Use data processing and recording equipment available according to manufacturer specifications 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

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ELEMENT	PERFORMANCE CRITERIA
	according to manufacturer specifications
	2.5 Transfer data effectively according to workplace procedures
3. Analyse and present data	3.1 Record accurate observations in an accessible form according to workplace procedures
	3.2 Use appropriate conventions and symbols according to workplace procedures
	3.3 Convert instrument readouts into a written or graphical form suitable for interpretation
	3.4 Use technology to analyse data
	3.5 Present results in format that meets organisational standards
4. Maintain accurate records	4.1 Document and update written records, procedures and techniques according to workplace procedures
	4.2 Verify accuracy of records according to workplace procedures
	4.3 File and store information according to workplace procedures

Foundation Skills

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

SKILL	DESCRIPTION
Reading	• Identifies and interprets information from workplace procedures, documentation and regulations
Self-management	• Monitors and minimises own exposure to worksite risks and hazards during activities

Unit Mapping Information

Supersedes and is equivalent to RIISTD302D Process data and maintain accurate records.

Links

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