



Australian Government

TLIE4013 Apply workplace statistics

Release: 1

TLIE4013 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply statistical data in the workplace. The application of workplace statistics is carried out as an integral part of work operations in the context of the workplace concerned.

It includes identifying situations where statistics are used in the workplace, collecting numerical data, processing and presenting data, and interpreting trends and patterns from numerical data. It includes applying established statistical principles for work outcomes within workplace operations.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify situations where

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Types of statistical representations of data are identified

- statistics are used in the workplace**
- 1.2 Users of statistical data in the workplace are identified
 - 1.3 Statistical data representations are matched for appropriate workplace applications
- 2 Collect numerical data**
- 2.1 Purpose of data collection is identified
 - 2.2 Sources of information are established
 - 2.3 Data collection methods are used
 - 2.4 Mathematical processes are used to arrange data
 - 2.5 Data collected is checked for accuracy
 - 2.6 Potential for inaccurate results arising from variables is estimated and outlined
- 3 Process and present data**
- 3.1 Data collected is represented in graphs, tables, averages and percentages as required
 - 3.2 Spreadsheets and flowcharts are used to present data
- 4 Interpret trends and patterns from numerical data**
- 4.1 Non-conforming results outside of predicted outcome/s are noted and reasons are identified
 - 4.2 Trends or patterns in data are noted
 - 4.3 Possible reasons for trends or patterns are generated
 - 4.4 Potential solutions are identified
 - 4.5 Appropriate techniques are used to encourage participation of team/group members to interpret and use statistical data
- 5 Apply outcomes of statistical analysis to workplace operations**
- 5.1 Interpreted data is used to identify possible improvements in work processes and organisation
 - 5.2 Appropriate action is initiated to implement identified strategies for improving processes or work organisation in accordance with workplace procedures
 - 5.3 Improvements are statistically monitored and evaluated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4013A Apply workplace statistics.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>