



**Australian Government**

# **AHCLPW308 Coordinate and report on data collection**

**Release: 1**

# AHCLPW308 Coordinate and report on data collection

## Modification History

| Release   | Comments                                                                                                                    |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0. |

## Application

This unit of competency describes the skills and knowledge required to coordinate the collection and organisation of data, simple treatments and sorting of the data, and its storage in a digital recording system.

The unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources.

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

## Pre-requisite Unit

Nil

## Unit Sector

Lands, Parks and Wildlife (LPW)

## Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                |
| 1. Confirm requirements of data collection       | 1.1 Clarify and confirm data format and collection requirements<br>1.2 Identify source of errors and expected tolerance in data sets<br>1.3 Select equipment and materials required to collect and store data<br>1.4 Prepare data capture equipment according to workplace procedures<br>1.5 Identify and confirm data rights and access arrangements |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                              |
|                                                  | 1.6 Establish data backup and data security arrangements<br>1.7 Identify reporting requirements                                                                                                                                                                                                                                                                                                                                                     |
| 2. Coordinate data collection                    | 2.1 Assemble equipment and materials for data collection<br>2.2 Brief work team on processes, methodology and requirements<br>2.3 Coordinate data recording, collection and entry<br>2.4 Check, sort, transfer and store data<br>2.5 Apply treatments to data according to workplace data management procedures and level of authority<br>2.6 Implement data backup and data security arrangements<br>2.7 Implement access arrangements to data set |
| 3. Report on data collection                     | 3.1 Review data collection activity and identify improvements<br>3.2 Identify data security risks<br>3.3 Report on data collection and security risks according to workplace procedures                                                                                                                                                                                                                                                             |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill              | Description                                                                                                                                                                     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oral communication | <ul style="list-style-type: none"> <li>Clearly explain detailed information for data collection with work team using language, tone and pace appropriate to audience</li> </ul> |

## Unit Mapping Information

| Code and title current version     | Code and title previous version | Comments                                         | Equivalence status |
|------------------------------------|---------------------------------|--------------------------------------------------|--------------------|
| AHCLPW308<br>Coordinate and report | Not applicable                  | The unit has been created to address an emerging | Newly created      |

| Code and title<br>current version | Code and title<br>previous version | Comments                              | Equivalence status |
|-----------------------------------|------------------------------------|---------------------------------------|--------------------|
| on data collection                |                                    | skill or task required by<br>industry |                    |

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

# Assessment Requirements for AHCLPW308 Coordinate and report on data collection

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## Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has, on at least one occasion, coordinated and used data collection equipment to capture, record and manipulate data for conservation and land management work.

There must also be evidence that the individual has:

- clarified and confirmed data collection activity, including:
  - purpose of data collection
  - data verification checks
  - data manipulations required
  - the format data is to be collected and presented in
  - type and nature of data
- identified potential source of errors and tolerances for final data set
- selected equipment and materials required for data collection and transported according to workplace procedures
- briefed work team on recording processes, methodology and requirements
- coordinated data collection and recording
- checked, sorted, transferred and stored data according to data collection requirements
- applied simple manipulations to data, including:
  - identified data with labels or metadata
  - performed calculations for totals and averages
  - selected range and outlying records
  - measured effort
- backed up data and managed access and security arrangements and identified data security risks
- reported on data collection.

## Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of data and formats used in conservation work, including ecological, cultural, geographical and resources
- checks and treatments of data used in conservation work: adding labels/metadata, totals, averages, range, outlying records, measure of effort
- sources of error and tolerance in data sets
- equipment and materials used for data recording, including:
  - paper-based records
  - digital technology – tablets, laptops, desktops
  - cameras
  - loggers
  - support equipment – power banks, batteries, cords and connections
  - software
- movement and transport methods for electronic equipment
- data rights and access agreements
- data backup and data security procedures and risks
- reporting methods.

## Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the field for specific data collection activities, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - data collection and storage materials, hardware and software
- specifications:
  - workplace policies and procedures for data collection, storage and security
  - workplace instructions and specifications for type of data to collect and required manipulations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>