



Australian Government

AHCWRK207 Collect and record production data

Release: 1

AHCWRK207 Collect and record production data

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to collect and record production data obtained from a variety of sources.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

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. Identify data to be collected	1.1 Determine the specific requirements of the data to be collected by discussion with the supervisor or by reading work instructions 1.2 Select materials or tools required for data collected and calibrate where necessary 1.3 Identify difficulties that may be encountered in collecting the data and seek advice from the supervisor if needed 1.4 Communicate advice about the proposed data collection to others as required 1.5 Select and use suitable personal protective equipment 1.6 Determine whether notices relating to site quarantine are in effect

Element	Performance criteria
	and, where required, follow site quarantine procedures
2. Record production data	2.1 Record production data in the correct format and to meet specific requirements
3. Present and store production data	3.1 Present production data in the correct format and to meet specific requirements 3.2 Store production data sheets appropriately 3.3 Download or enter production data into a computer where required, using specified formats and applications

Foundation Skills

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK207A Collect and record production data

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AHCWRK207 Collect and record production data

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- collecting data as part of the work role or job function
- entering data into specified written or electronic formats
- storing data in the prescribed location and format
- referring to data to complete work activities if necessary
- use of industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- purposes for which the recorded data might be used
- software programs used for recording or storing data
- the enterprise's recording methods
- workplace health and safety in the context of own work.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

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