



Australian Government

AHCWRK502 Collect and manage data

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to collect, analyse and manage data.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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. Determine the type and extent of data to be collected	1.1 Define data requirements and communicate to all staff involved in data collection 1.2 Identify relevant data sources 1.3 Define the type and extent of data required 1.4 Identify work health and safety hazards associated with data collecting 1.5 Define data collection methods and techniques relative to data requirements

Element	Performance criteria
2. Access and collate data	2.1 Format data collection sheets to assist collection 2.2 Research or collect data from field source 2.3 Collate data by appropriate electronic means 2.4 Monitor appropriateness of data and record during collection 2.5 Research information using appropriate methods and technologies 2.6 Review sources of information regularly for usefulness, validity, reliability and cost 2.7 Use channels and sources of information effectively 2.8 Take opportunities to establish and maintain contacts with those who may provide useful information 2.9 Follow appropriate work health and safety requirements and work practices
3. Evaluate data	3.1 Collect data that is relevant, valid and sufficient 3.2 Seek clarification and assistance where data is unclear or difficult to interpret 3.3 Obtain additional data where data is inadequate 3.4 Analyse information for its validity and reliability
4. Manage and retrieve data	4.1 Store data by appropriate electronic means 4.2 Present data using appropriate graphical aids and techniques 4.3 Assemble data and provide to the manager or client as required 4.4 Retrieve data as required 4.5 Suggest and introduce new methods of recording and storing data as needed
5. Analyse and interpret data	5.1 Analyse data using appropriate statistical and analytical techniques 5.2 Interpret data to determine its significance, validity and reliability 5.3 Report findings based on the analysis and interpretation of the data 5.4 Organise data into a suitable report format to aid decision making 5.5 Ensure conclusions drawn are based on reasoned argument and appropriate evidence

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 AHCWRK502A Collect and manage 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 AHCWRK502 Collect and manage 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:

- identify data requirements and establish sampling and data collection techniques
- collect and collate data using standardised recording sheets and systems
- review sampling and data collection techniques based on validity and reliability of the data
- manage data to facilitate retrieval and analysis
- analyse data using appropriate statistical and analytical techniques
- draw conclusions based on reasoned argument and appropriate evidence
- produce a report in required format with information and data presented to support decision making
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- data collection techniques and procedures
- data recording and evaluation techniques
- data analysis and interpretive techniques
- data storage and retrieval methods
- data reporting methods.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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