



Australian Government

AHCWRK506 Collect and manage data

Release: 1

AHCWRK506 Collect and manage data

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

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

The unit applies to individuals who apply specialised skills and knowledge to the collection and management of data, take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

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. Determine the type and extent of data to be collected	1.1 Define the type and extent of data required 1.2 Consider privacy or sensitive data concerns and appropriate methods to address these concerns 1.3 Identify data sources 1.4 Define data collection methods and techniques relative to data requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.5 Communicate data requirements to staff involved in data collection 1.6 Identify workplace health and safety hazards and risks associated with data collecting
2. Access and collate data	2.1 Format data to assist collection 2.2 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 Review information using appropriate methods and technologies 2.6 Establish and maintain contacts to aid in data collection 2.7 Follow workplace health and safety requirements and work practices
3. Evaluate data	3.1 Organise and review data 3.2 Seek clarification and assistance where data is unclear or difficult to interpret 3.3 Obtain and review additional data as required
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 4.4 Retrieve data as required 4.5 Suggest new methods of recording and storing data as required
5. Analyse and interpret data	5.1 Analyse data using appropriate statistical and analytical techniques 5.2 Interpret data to determine significance, validity and reliability 5.3 Document and 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 Provide conclusions based on evidence and reasoned argument

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
Writing	Use clear language, accurate industry terminology and logical structure to complete reports
Oral communication	Initiate discussions with contacts, using clear language to discuss and clarify data and research information
Numeracy	Record, calculate and interpret research data, and present data using graphs and charts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK506 Collect and manage data	AHCWRK502 Collect and manage data	Minor changes to application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

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 AHCWRK506 Collect and manage data

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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 collected and managed data on at least one occasion and has:

- identified data requirements and established sampling and data collection techniques
- collected and collated data using standardised recording sheets and systems
- reviewed sampling and data collection techniques based on validity and reliability of the data
- managed data to facilitate retrieval and analysis
- analysed data using appropriate statistical and analytical techniques
- drawn conclusions based on evidence and reasoned argument
- produced a report in required format with information and data presented to support decision making.

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:

- sensitive data collection, access and storage techniques
- data collection techniques and procedures
- data recording and evaluation techniques
- data storage and retrieval methods
- data analysis and interpretive techniques
- data reporting and presentation formats.

Assessment Conditions

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

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - research data
 - computer hardware and software
- relationships:
 - staff, contacts, and managers or clients.

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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