



Australian Government

BSBDAT201 Collect and record data

Release: 1

BSBDAT201 Collect and record data

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to collect and record data according to organisational policies and procedures.

The unit applies to individuals who perform a range of routine tasks, using limited practical skills and fundamental operational knowledge and who work under some supervision and guidance.

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

Unit Sector

Data Literacy – Data Literacy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to collect data	1.1 Confirm task requirements 1.2 Identify source of data 1.3 Identify method of data collection and recording procedures according to organisational policies and procedures
2. Collect data	2.1 Access data at source 2.2 Use identified data collection methods according to task requirements 2.3 Action data source difficulties within scope of own role, or escalate to required personnel

ELEMENT	PERFORMANCE CRITERIA
3. Finalise data collection	3.1 Record data in database according to organisational policies and procedures using safe work practices 3.2 Identify and action issues encountered within scope of own role, or escalate to required personnel 3.3 Record issues encountered according to organisational policies and procedures 3.4 Check work against task requirements and amend database where required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets information from relevant sources
Writing	• Uses clear, specific and industry-related terminology to complete and update workplace documentation
Oral communication	• Uses appropriate tone, pace, and listening and questioning techniques to confirm understanding
Technology	• Uses specific functions and key features of common digital systems and tools and operates them effectively to complete data collection tasks

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBCUE204 Collect data.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBDAT201 Collect and record data

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- collect and record data on at least two different occasions from at least two different sources.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key data-collection methods
- work health and safety risks that apply to data-collection methods
- organisational policies and procedures for collecting and recording data
- key features and functions of technology used to collect data
- data sources relevant to performance evidence
- code of conduct relevant to data-collection.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant organisational policies and procedures
- data sources
- a database
- personnel for escalation of potential source or database issues.

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

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