



Australian Government

BSBDAT501 Analyse data

Release: 1

BSBDAT501 Analyse 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 analyse data from a range of sources and to report findings of that data analysis.

The unit applies to those typically in roles required to analyse data, communicate trends and make recommendations.

No licensing, legislative, regulatory 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 for data analysis	1.1 Establish task requirements 1.2 Access source of reliable data according to task requirements and organisational policies and procedures 1.3 Evaluate reliability of data 1.4 Store data according to organisational policies and procedures
2. Analyse dataset	2.1 Select methods of data analysis according to task requirements and industry best practice 2.2 Categorise data for analysis 2.3 Analyse and synthesise data according to task requirements, organisational policies and procedures and industry best practice
3. Finalise data analysis process	3.1 Conduct statistical analysis to confirm accuracy of data analysis 3.2 Identify and remove incorrect results

ELEMENT	PERFORMANCE CRITERIA
	3.3 Select outcomes that are relevant to purpose of analysis 3.4 Report on key outcomes 3.5 Store analytics results and report according to organisational policies and procedures

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	Researches, analyses and evaluates textual information, from a wide range of sources, to identify information relevant to data analysis
Oral communication	Uses a range of techniques to communicate complex concepts
Numeracy	Analyses and synthesises highly embedded mathematical information while analysing results
Teamwork	Actively identifies requirements of important communication exchanges, selecting appropriate channel, format, tone and content to suit purpose and audience
Planning and organising	Efficiently and logically sequences stages of data analysis
Technology	Uses appropriate technology platforms and query languages and scripts to analyse data

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBCUE404 Collect, analyse and record information
- BSBCUE503 Manage data interrogation
- BSBITU501 Conduct data analysis.

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 BSBDAT501 Analyse 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:

- analyse and report on three datasets according to:
 - organisational policies and procedures
 - industry best practice
- develop report on key outcomes of analysis of datasets.

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 details of datasets and techniques for synthesising data
- organisational policies and procedures relating to:
 - accessing information
 - recording and reporting outcomes of analysis
 - requirement for data analysis
- key features of industry standards and techniques relating to data analysis
- potential data sources and factors that impact on reliability of data, including timeliness, authority, audience, relevance and potential for bias
- importance and value of data analysis
- methods of data analysis
- statistical analysis
- key legislative requirements relating to data analysis
- methods of reporting analysis.

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:

- technology, software and consumables required to analyse data
- organisational operational policies and procedures required for performance evidence.

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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