



Australian Government

MSFFT4008 Interpret and use workplace information

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers locating, using, interpreting and manipulating workplace information and statistics in support of development or production activities within the furnishing industry. Statistic access and manipulation can be computer-assisted, either integrated into the enterprise processes, or stand-alone.

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

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 Identify situations where statistics are used in the workplace | 1.1 | Types of statistical representations of data used in the workplace are identified |
| | 1.2 | Users of statistical data in the workplace are identified |
| | 1.3 | Statistical data representations are matched for applications to monitor work flow, inventory and stock levels, customer surveys, and supplier and market analysis |
| 2 Collect data | 2.1 | Purpose of data collection is identified |
| | 2.2 | Sources of information are identified |
| | 2.3 | Data collection methods are used |
| | 2.4 | Mathematical processes are used to arrange data |

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| | 2.5 | Data collected is checked for accuracy |
| | 2.6 | Potential for inaccurate results arising from variables is estimated and described |
| 3 | Make calculations to present data for analysis | 3.1 Data collected is represented on graphs as required
3.2 Calculating equipment and spreadsheets are used to analysis data |
| 4 | Interpret trends and patterns from numerical data | 4.1 Non-conforming results outside of the predicted outcome are noted and reasons identified
4.2 Trends or patterns in data are noted
4.3 Possible reasons for trends or patterns are generated
4.4 Potential solutions are identified |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

- Unit context includes:**
- work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
 - work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
 - work requires individuals to demonstrate analytical ability, discretion, judgement and problem solving

	• use of statistics within an enterprise is undertaken in accordance with established enterprise procedures and practices • work is performed with little external assistance and minimal supervision or direction. The development of modifications may require the assistance and cooperation of others • customers may be internal or external
Tools and equipment include:	• appropriate computing systems for storage, manipulation, management and presentation of statistical information • handheld calculators • graphs • charts • mathematical tables
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures include:	• work procedures/instructions • organisation work specifications and requirements • benchmarking information and standards • legislation/regulations/national and industry codes and practices relevant to the product • quality and Australian Standards and procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFT4008B Interpret and use workplace information.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>