



**Australian Government**

# **MSFGG4010 Use glass industry data systems**

**Release: 1**

## MSF GG4010 Use glass industry data systems

### Modification History

Release 1. Supersedes and is equivalent to MSF GG4002 Use glass industry data systems.

### Application

This unit describes the skills and knowledge required to use a specialised glass industry software system. Software systems are diverse in nature and may be those used for estimating, design, inventory or sales.

This unit applies to individuals in glass and glazing enterprises who perform specialist or leadership functions.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

### Pre-requisite Unit

N/A

### Unit Sector

Glass and Glazing.

### 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. Select data system and information for work role | 1.1 Identify specialist software for data and workplace information needs and determine its application to work role<br>1.2 Assess and confirm data entered in the system is accurate<br>1.3 Open data system and log on operator for the work                                                                                                                     |
| 2. Enter and manipulate data                        | 2.1 Enter data into the system and navigate the system to meet work requirements<br>2.2 Check entered or edited data for accuracy<br>2.3 Effectively use features of the system in the manipulation, processing and presentation of data<br>2.4 Transfer data between applications, linking and embedding related data files, in accordance with work 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>                                                                                                                                       |
| 3. Generate reports                              | 3.1 Generate processed data in the correct format<br>3.2 Check generated reports and other documentation for accuracy and completeness of information<br>3.3 Identify and correct any data or processing errors before completion            |
| 4. Save data and exit system                     | 4.1 Save and store data in appropriate directory or folder in accordance with workplace procedures<br>4.2 Close file and exit application without loss of data<br>4.3 Back up reports and other data in accordance with workplace procedures |
| 5. Respond to problems with the system           | 5.1 Recognise faults that occur during data entry, processing and outputting<br>5.2 Identify causes of data processing faults and take appropriate action<br>5.3 Log and report problems in accordance with workplace procedures             |

## Foundation Skills

## Unit Mapping Information

Supersedes and is equivalent to MSFGG4002 Use glass industry data systems.

## Links

Companion Volume implementation guides are found in VETNet -

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