



Australian Government

MSS405061 Determine and establish information collection requirements and processes

Release: 1

MSS405061 Determine and establish information collection requirements and processes

Modification History

Release 1. Supersedes and is equivalent to MSS405061A Determine and establish information collection requirements and processes

Application

This unit of competency covers the skills and knowledge required to determine what information is needed to support decision making in a competitive systems and practices environment and then to set about establishing required information collection systems. This would usually be done as part of a team and would require consultation with all key stakeholders.

This unit covers the determination of data needs and collection methods for an organisation or specific plant or process. This will typically be done in liaison with a wide range of people, each of whom will have their own specific information requirements. This will need to be balanced and interpreted into a workable set of data to be collected.

This unit is primarily focused on those decisions which are non-routine and so need specific collection of data, or for those decisions which are routine, the establishment of a routine data collection protocol to allow for the decisions to be made based on appropriate, reliable data.

This unit primarily requires the application of communication and problem solving skills associated with determining information requirements and processes of information collection. Initiative and enterprise, and planning and organising are also required to ensure information targets specific factors. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into the development of processes.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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 | Analyse decisions to be made | 1.1 | Identify personnel to be included in the analysis process. |
| | | 1.2 | Determine the consequences of the decisions in liaison with relevant personnel. |
| | | 1.3 | Determine the variables which can be controlled. |
| | | 1.4 | Determine the variables which cannot be controlled. |
| | | 1.5 | Determine the consequences of a change in these variables in liaison with affected personnel. |
| | | | |
| 2 | Define factors which cause variables to change | 2.1 | Identify factors which are able to be controlled. |
| | | 2.2 | Identify factors which are not able to be controlled. |
| | | 2.3 | Identify means of measuring these factors, or indicators for the values of these factors. |
| | | 2.4 | Compile a list of measurements/indicators required. |
| | | 2.5 | Communicate with team members and involve them in development of factors and changes to ensure awareness and facilitate learning. |
| | | | |
| 3 | Develop data collection protocols | 3.1 | Determine methods of making measurements. |
| | | 3.2 | Determine methods of quantifying indicators. |
| | | 3.3 | Determine the benefit/cost of automated (or other) collection of data. |
| | | | |
| 4 | Develop systems to produce required information | 4.1 | Identify user of information and their needs and abilities. |
| | | 4.2 | Determine data processing needs to produce required information. |
| | | 4.3 | Determine information distribution channels. |

- 4.4 Determine skill development need for recipients of information.
- 4.5 Implement systems to produce information.
- 4.6 Monitor implementation and make adjustments, as required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for 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.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull-related operations control systems
- supply, value, and demand chain monitoring and analysis
- 5S
- continuous improvement (kaizen)
- breakthrough improvement (kaizen blitz)
- cause/effect diagrams
- overall equipment effectiveness (OEE)
- takt time
- process mapping
- problem solving
- run charts
- standard procedures
- current reality tree.

- Variability includes one or more of:**
- any change which occurs in the job
 - different times taken to do the same thing
 - different effort taken to do the same thing
 - different results from applying the same effort (i.e. variation in quality)
 - amount of rework required.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS405061 Determine and establish information collection requirements and processes

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more specific plants or processes, to:

- determine relevant data, including variables for decisions
- determine factors and variables subject to control
- develop strategies for data collection that deliver the greatest overall benefit
- implement data collection systems.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to determine what information is needed to support decision making, including knowledge of:

- business needs of the organisation/section
- information needs of individuals within the organisation
- possible data available/potentially available to the organisation
- methods of collecting available data
- relationship between data available and information required
- methods of converting data into useful information
- methods of developing indicators for factors resistant to measurement.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.

- Assessment should use a real project where the determination of data needs and collection methods for an organisation or specific plant or process occurs in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

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