



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.

- | | | |
|---|--|---|
| 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 • any change which occurs in the job

- one or more of:**
- 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

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

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>