



Australian Government

MSS405064 Determine and establish information collection requirements and processes

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Foundation skills information added. Assessment requirements changed. Supersedes and is equivalent to MSS405061 Determine and establish information collection requirements and processes.

Application

This unit describes 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.

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

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Analyse decisions to be	1.1	Identify personnel to be included in the analysis process

made	1.2	Determine the consequences of the decisions in liaison with 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 that cause variables to change	2.1	Identify factors which can 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 or 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	Calculate the cost-benefit of data collection method
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 adjust to produce required information

Foundation Skills

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

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS405061 Determine and establish information collection requirements and processes.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: -

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

Assessment Requirements for MSS405064 Determine and establish information collection requirements and processes

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- determined and established information collection requirements and processes for at least 1 specific plant or process.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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