

RTC5913A
Unit Descriptor
Unit Sector

Collect and manage data

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No sector assigned

ELEMENT	PERFORMANCE CRITERIA
1. Determine the type and extent of data to be collected.	1.1 Data requirements are clearly defined and communicated to all staff involved in data collection. 1.2 Relevant data sources are identified. 1.3 Type and extent of data required is clearly defined. 1.4 OHS hazards associated with data collecting are identified 1.5 Data collection methods and techniques are clearly defined relative to data requirements
2. Access and collate data	2.1 Data collection sheets are formatted to assist collection. 2.2 Data is researched and/or collected from field sources according to enterprise guidelines and with standard research approaches. 2.3 Data is collated by appropriate electronic means. 2.4 Appropriateness of data is monitored and recorded during collection. 2.5 Information is researched using appropriate methods and technologies. 2.6 Sources of information are regularly reviewed for usefulness, validity, reliability and cost. 2.7 Channels and sources of information are used effectively. 2.8 Opportunities are taken to establish and maintain contacts with those who may provide useful information. 2.9 Appropriate OHS requirements and work practices are followed
3. Evaluate data	3.1 Data collected is relevant, valid and sufficient. 3.2 Where data is unclear or difficult to interpret, clarification and assistance is sought. 3.3 Where data is inadequate, additional data is obtained. 3.4 Information is analysed for its validity and reliability.
4. Manage and retrieve data	4.1 Data is stored by appropriate electronic means. 4.2 Data is presented using appropriate graphical aids and techniques 4.3 Data is assembled and provided to the manager/client as required and in accordance with standard research approaches. 4.4 Data is retrieved as required. 4.5 New methods of recording and storing data are suggested/introduced as needed.

5. Analyse and interpret data
- 5.1 Data is analysed using appropriate statistical and analytical techniques
 - 5.2 Data is interpreted to determine its significance, validity and reliability.
 - 5.3 Findings based on the analysis and interpretation of the data is reported
 - 5.4 Data is organised into a suitable report format to aid decision-making.
 - 5.5 Conclusions drawn are based on reasoned argument and appropriate evidence.

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Through recording and presenting data to clients and enterprise personnel.	3
Collecting analysing and organising information	Through identification of sources of information, and retrieval, analysis and collation of data..	3
Planning and organising activities	In accordance with standard research approaches in line with enterprise procedures and policies.	3
Working with others and in teams	Through participating in reviews, collaboration with colleagues and the evaluation of data.	2
Using mathematical ideas and techniques	In compiling, analysing and evaluating data.	3
Solving problems	Through dealing with inconsistencies in data, and difficulties in obtaining and collecting valid data.	3
Using technology	Through the use of computers in sourcing, analysing, collating, reporting and storing data	3

RANGE STATEMENT

What may be included in sources of information?

Data may be based on primary and secondary sources including field work and trials, research materials, published books, academic reports, industry reports, colleagues, computer software, internet, newspapers, photographic data, journals, industry publications, industry specialists and experts.

What OHS hazards can be included in this standard?	Hazards may include manual handling, using tools and equipment, noise, dust, solar radiation, falls and tripping, spider and insect bites.
What OHS requirements may be relevant to this standard?	OHS requirements may include identifying hazards; assessing risks and implementing controls; cleaning, maintaining and storing tools, equipment and machinery; appropriate use, maintenance and storage of PPE including sun protection; safe operation of tools, equipment and machinery; correct manual handling; basic first aid; and safety procedures for protection of others.
What methods of information storage may need to be accessed?	Methods of information storage may include hard copy files, electronic databases, spreadsheets, file systems, and library collections.
What types of recording techniques may be relevant to this standard?	Recording techniques may include written, audio, video, photographic and computers.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?	Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below: • Data collection techniques and procedures. • Data recording and evaluation techniques. • Data analysis and interpretive techniques • Data storage and retrieval methods. • Data reporting methods.
What specific skills are needed to achieve the performance criteria?	To achieve the performance criteria, some complementary skills are required. These skills include the ability to: • Determine the type and extent of data to be collected. • Access and collate data. • Evaluate data. • Manage and retrieve data. • Analyse the data • Interpret the data • Follow safe work practices.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies

Essential Assessment Information

For information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, refer to the **Assessment Guidelines** for this Training Package.