



Australian Government

PSPGEN046 Undertake research and analysis

Release: 1

PSPGEN046 Undertake research and analysis

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV504B Undertake research and analysis. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to undertake research and analysis. It includes identifying and analysing information, applying the results and maintaining and compiling reports from information systems.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work performing complex tasks in a range of familiar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Identify and undertake research	1.1 Define information needs based on work objectives and client and organisation requirements. 1.2 Evaluate and select potential sources of information and the format in which they are presented in line with the purpose and audience for the research. 1.3 Develop strategies to acquire required information. 1.4 Research information in a thorough way and within resource allocation. 1.5 Assess quantity, quality and relevance of initial search results and fill gaps using the same or adjusted research strategies. 1.6 Communicate the methods and outcomes of research, and the criteria used to make information decisions and choices.
2. Analyse information and apply the results of analysis	2.1 Examine, compare and evaluate information from various sources for content, structure and logic. 2.2 Select analytical techniques and processes in line with defined objectives. 2.3 Collate, consolidate and analyse information and advise senior staff of outcomes. 2.4 Identify facts, issues, patterns, interrelationships and trends through analysis in accordance with research aims. 2.5 Meet agreed project timelines and the defined standards of the organisation.
3. Maintain information systems	3.1 Maintain, validate and reconcile information systems so that data and system integrity are assured. 3.2 Maintain a range of standard and complex information systems and applications. 3.3 Review and update information systems as necessary.
4. Compile reports from information systems	4.1 Use the findings from analysing information to meet client and/or organisational needs and organisation standards. 4.2 Determine and organise content of reports in a manner that supports the purposes and format of the organisation and audience. 4.3 Sequence the reporting of results and ensure it includes predictions, assumptions and constraints where relevant.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV504B Undertake research and analysis.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN046 Undertake research and analysis

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- accessing and using information ethically and legally
- using manual and computerised techniques for information management
- applying computer technology to data storage, security, retrieval and presentation
- undertaking statistical analysis
- using critical analysis techniques
- communicating with colleagues and supervisors
- presenting information in different ways
- applying problem solving and referring problems as required

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information
- data collection and management procedures
- organisational information handling and storage procedures
- cultural aspects of information and meaning
- sources of public sector work-related information
- economic, legal and social issues surrounding the use of information
- public sector standards

- standard reporting procedures
- electronic and manual filing systems
- databases and data storage systems

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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

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