



Australian Government

PSPGEN061 Scope statistical data collection

Release: 1

PSPGEN061 Scope statistical data collection

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 PSPGOV520A Scope statistical data collection. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to identify the scope of a statistical data collection project and the expected outputs to meet user requirements. It includes defining the purpose, researching and identifying possible sources of data, developing project documentation, determining resource requirements and confirming project feasibility.

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 independently, 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	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Define purpose and/or outputs	1.1 Confirm required deliverables with relevant personnel and/or stakeholders. 1.2 Review tasks to identify requirements. 1.3 Specify and confirm requirements.
2. Define scope	2.1 Define the population for the study. 2.2 Define the audience for the project's outputs. 2.3 Define proposed hypotheses and identify any anticipated issues. 2.4 Determine the duration, sequence and inter dependence of tasks in consultation with stakeholders. 2.5 Specify and agree upon the scope.
3. Research sources of data	3.1 Identify data sources and statistics already in existence. 3.2 Identify alternative sources of data. 3.3 Source data to test hypotheses.
4. Develop project documentation	4.1 Collate and examine information to determine the detail required in project brief and specifications. 4.2 Identify statistical processes for later use in conjunction with a suitably qualified person. 4.3 Identify and address legal and ethical issues relating to the collection of data. 4.4 Identify the final reporting medium. 4.5 Determine anticipated communication strategies. 4.6 Develop risk management strategies.
5. Determine resource requirements	5.1 Estimate project costs. 5.2 Identify information technology requirements. 5.3 Identify any special equipment or resource requirements. 5.4 Access equipment and material requirements according to the project requirements.
6. Confirm feasibility	6.1 Identify and document variations to the feasibility of the project to enable adjustments to be made. 6.2 Evaluate adjusted feasibility of the project to confirm progress of the project. 6.3 Confirm feasibility and gain approval for the project.

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 PSPGOV520A Scope statistical data collection.

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 PSPGEN061 Scope statistical data collection

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.

- applying legislation, regulations and policies relating to statistical data collection in the public sector
- estimating costs, assess data sources and schedule tasks
- managing statistical projects
- communicating with a diverse range of stakeholders including consultation and negotiation
- applying time management
- applying problem solving
- using information technology including databases and spreadsheets
- differentiating between primary and secondary data sources

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, regulations, policies, procedures and guidelines relating to statistical data collection in the public sector and the limitations of the statistics being worked on
- the way statistics can be used to inform policy development
- statistical standards and classification systems
- the differences between primary and secondary data sources

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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