



Australian Government

PSPGEN062 Collect statistical data

Release: 1

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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 PSPGOV521A Collect statistical data. • 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 develop a data collection plan and then collect new data. It includes preparing for data collection, defining data requirements, preparing data collection tools for direct collection, conducting data collection using direct collection, conducting data collection from existing source/s and collating and organising information/data.

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 autonomously consulting others as required, 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	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Prepare for data collection	1.1 Study the project or survey question and clarify where necessary. 1.2 Define expected data outputs. 1.3 Familiarise yourself with proposed technology and customise where necessary. 1.4 Confirm the population for the source of data. 1.5 Assess the survey design for suitability.
2. Define data requirements	2.1 Determine the accuracy requirements (precision) of the data to be collected. 2.2 Define the requirements of proposed information management system with regard to storage and processing of data. 2.3 Define and communicate information requirements to all staff involved in data collection. 2.4 Identify and assess data sources for accessibility and reliability. 2.5 Define the type and extent of data required. 2.6 Apply classification standards to the proposed data.
3. Prepare data collection tools for direct collection	3.1 Define data collection methods and techniques clearly relative to data requirements. 3.2 Identify the optimum method for gathering the proposed data after research of alternatives has occurred. 3.3 Design the survey vehicle or questionnaire in conjunction with a suitably qualified person. 3.4 Test and evaluate the survey vehicle.
4. Conduct data collection using direct collection	4.1 Identify and/or construct the proposed sampling frame. 4.2 Select a sample and implement a pilot study. 4.3 Re-evaluate the proposed survey design based on the results of the pilot study. 4.4 Conduct the main survey according to accepted professional standards. 4.5 Take opportunities to establish and maintain contacts with those who may provide useful information, with due consideration of respondent burden.
5. Conduct data collection from existing source/s	5.1 Source data for the project. 5.2 Identify a range of statistics necessary for the project in conjunction with a suitably qualified person. 5.3 Review sources of information regularly for usefulness, reliability and cost. 5.4 Use channels and sources of information effectively.
6. Collate and organise information/data	6.1 Identify statistics to support the project question. 6.2 Collate data electronically.

a	6.3 Evaluate the accuracy and appropriateness of data. 6.4 Record data in the desired format.
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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 PSPGOV521A Collect statistical data.

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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