



Australian Government

PSPGEN063 Process statistical data

Release: 1

PSPGEN063 Process statistical data

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 PSPGOV522A Process 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 record, store and manage data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records.

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 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. Use software tools to collect and/or store data	1.1 Use computer technologies in accordance with organisational licensing and manufacturer specifications. 1.2 Use software to collect, store and retrieve data. 1.3 Check and verify computer input and output with a suitable person. 1.4 Code and record data in accordance with organisational and/or professional standards. 1.5 Store and retrieve data in accordance with accepted standards, with metadata included. 1.6 Use geographic information system (GIS) and database tools to access and retrieve a range of data.
2. Process raw data	2.1 Validate data in accordance with statistical standards. 2.2 Use GIS and spreadsheet tools to retrieve data and present it in a suitable format. 2.3 Identify spurious or inaccurate data. 2.4 Ensure data is confidential.
3. Maintain records	3.1 Manage the dataset in accordance with accepted standards. 3.2 Design long-term archiving systems in accordance with accepted standards. 3.3 Perform workplace processes in accordance with relevant quality assurance standards. 3.4 Validate data to ensure accuracy and consistency of data in the dataset.

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 PSPGOV522A Process 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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Assessment Requirements for PSPGEN063 Process statistical data

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, policies and standards relating to statistical data processing
- using at least one database management tool
- using information technology, including spreadsheets and databases
- undertaking critical analysis and problem solving
- recordkeeping
- reading and interpreting information
- using numeracy skills for data analysis/validation

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 processing privacy and confidentiality
- statistical standards and classifications
- data processing concepts and systems
- workplace quality assurance standards
- management information policies

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.

Links

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