



Australian Government

PSPGEN105 Gather and analyse information

Release: 1

PSPGEN105 Gather and analyse information

Modification History

Supersedes and is not equivalent to PSPGEN027 Gather and analyse information.

Application

This unit describes the performance outcomes, skills and knowledge required to collect and analyse information to achieve work unit objectives and meet client needs.

This unit applies to those working in public sector roles and may be applied to anyone working in a similar organisational context. Those undertaking this unit work independently, performing complex tasks in a range of familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Plan access to required information.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify the nature, extent and purpose of information in the context of business and client requirements.
- 1.2. Identify internal and external sources for required information.
- 1.3. Arrange access to required information in accordance with organisational policies and procedures.

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| 2. Gather information. | 2.1. Access and collect information from identified sources.
2.2. Organise, record and report collected information in accordance with organisational policies and procedures. |
| 3. Analyse and interpret information. | 3.1. Evaluate information and its sources to ensure relevance to business and client requirements.
3.2. Analyse information to identify key issues.
3.3. Use relevant techniques, including mathematical calculations, for more detailed analysis to inform decisions. |
| 4. Develop and apply workable solutions. | 4.1. Use the information to develop workable solutions to business and client requirements.
4.2. Communicate or implement proposed solutions.
4.3. Report and present information in accordance with organisational policies and procedures. |
| 5. Apply information maintenance and protection protocols. | 5.1. Maintain information and records to ensure data and system integrity in accordance with organisational policies and procedures.
5.2. Reconcile routine data and records.
5.3. Identify and act on improvements in the system relating to information retrieval. |

Foundation Skills

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

- | | |
|------------------------------------|---|
| Writing skills to: | <ul style="list-style-type: none">• present information and issues in required formats using language, structure and style appropriate to audience. |
| Planning and organising skills to: | <ul style="list-style-type: none">• logically sequence information and analysis in required formats to address business and client requirements. |

Unit Mapping Information

Supersedes and is not equivalent to PSPGEN027 Gather and analyse information.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPGEN105 Gather and analyse information

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- access and use information ethically and legally
- use manual and computerised techniques for information management
- apply computer technology to data storage, security, retrieval and presentation
- use basic statistical and numerical manipulation
- use critical analysis techniques
- communicate with colleagues and supervisors
- present information to address business and client needs
- apply problem-solving techniques
- refer issues in accordance with procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation relating to the workplace and the collection, use and storage of information
- policies, procedures, guidelines and standards for information-handling in the organisation, including those related to:
 - confidentiality and privacy and freedom of information
 - security, protection and management of personally identifiable information (PII) and workplace information
 - data collection and management procedures
- storage procedures including electronic and manual filing systems, databases and data storage systems
- sources of work-related information
- economic, legal, security and social issues surrounding the use of information.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation relating to the workplace and the collection, use and storage of information
- policies, procedures, guidelines and standards for information handling in the organisation
- electronic information and records management systems.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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