



Australian Government

PSPREG015 Receive and validate data

Release: 1

PSPREG015 Receive and validate 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 PSPREG415A Receive and validate data. • 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 handle data received from a variety of sources which may then be acted upon or referred for further action. It includes receiving and recording data, verifying its authenticity and recommending and/or taking action as a result.

This unit applies to those working in public sector roles conducting regulatory activities.

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 as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

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. Receive information	1.1 Identify, request and/or receive required information. 1.2 Check incoming information for gaps, anomalies, deficiencies or discrepancies, and compare with pre-existing information, where relevant. 1.3 Access additional data sources and seek information to fill gaps and compare with information received. 1.4 Receipt incoming information if required.
2. Record information	2.1 Carry out accurate recording of information, confirming relevant details of source. 2.2 Maintain records as accurate, complete and up-to-date and present in the required format. 2.3 Comply with legislative requirements for recording and storage of information. 2.4 Adhere to procedures for storage and management of confidential and sensitive information.
3. Verify authenticity of information	3.1 Complete initial selection of information using preliminary cull to eliminate unreliable data. 3.2 Corroborate and assess information for its integrity, validity and reliability. 3.3 Carry out validation or corroboration with existing information as well as information from outside organisations and other sources where relevant. 3.4 Extract, interpret and organise useful and useable information in a form that is accessible to users. 3.5 Conduct analysis in accordance with agreed indicators and assessment and is accurate, relevant and complete.
4. Recommend or take action as a result of information received	4.1 Record and report outcomes. 4.2 Recommend or take action as a result of the outcomes. 4.3 Document decision showing reasons for proceeding or not proceeding or taking other action, after discussion with management, where required. 4.4 Identify and inform areas or other organisations that may be affected by information received or outcomes, to optimise usefulness of information.

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 PSPREG415A Receive and validate 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 PSPREG015 Receive and validate 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.

- undertaking research and critical analysis
- using deductive reasoning and evaluation techniques related to information analysis and corroboration
- communicating with diverse clients and staff
- using problem solving and decision making
- using information technology for managing records and files

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
- organisational policy, procedures and guidelines
- international treaties and protocols where these apply
- indicators for analysis of data
- profiles and trends related to activities within the organisation
- management of secure information

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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