



Australian Government

PSPREG016 Conduct data analysis

Release: 1

PSPREG016 Conduct data analysis

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 PSPREG416A Conduct data analysis. • 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 cover activities involved in analysing and matching data from a range of sources. It includes analysing information, and documenting outcomes of the analysis.

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 and/or in teams, 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. Analyse data	1.1 Undertake analysis dependent upon the nature of the data and intended purpose of the analysis. 1.2 Select methods of analysis in accordance with any relevant industry standards, precedents and techniques. 1.3 Identify trends and draw inferences in light of environmental and cultural factors relevant to the particular situation. 1.4 Make the chain of reasoning in formulating inferences clear to ensure transparency to users of the data. 1.5 Take a proactive approach to identify and assess the need for new or changed systems and processes for analysing data to more effectively meet objectives.
2. Document outcomes of analysis	2.1 Recommend actions based upon analysis of data in the context of the purpose of the analysis and the objectives and priorities of the organisation's strategies and plans. 2.2 Make links between the outcomes proposed as a result of the data analysis and the organisation's strategies clear to the intended audience. 2.3 Complete relevant reports promptly and disseminate to appropriate staff and management. 2.4 Incorporate results of data analysis into ongoing review of organisational strategies and plans. 2.5 Prepare documentation that is clear, concise and accessible to all relevant staff.

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 PSPREG416A Conduct data analysis.

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 PSPREG016 Conduct data analysis

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. The candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking analysis and problem-solving
- reading and applying complex information from legislation
- communicating, including questioning and negotiating meaning
- undertaking planning and time management in the context of data analysis
- preparing written reports and recommendations requiring accuracy, and formal structures and language
- using information technology for data analysis, recording and reporting

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.

- methods of analysis
- agency structure, services and environment
- data collection and management systems
- the range of analytical techniques appropriate for information analysis
- inductive/deductive reasoning processes
- the influence of human factors on data analysis
- personalities in analysis
- construction of sound inductive arguments
- fallacies in reasoning
- how data analysis outcomes can contribute to the review of national strategies/plans
- public sector legislation

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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