



Australian Government

PSPREG016 Conduct data analysis

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 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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