



Australian Government

PSPREG042 Receive and validate data

Release: 1

PSPREG042 Receive and validate data

Modification History

Supersedes and is equivalent to PSPREG015 Receive and validate data.

Application

This unit describes the performance outcomes, skills and knowledge required to handle data received from a variety of sources, which may then be acted upon or referred for further action.

Those undertaking this unit work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar 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

Regulatory

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Receive information.

PERFORMANCE CRITERIA

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

- 1.1. Identify, request and receive required information.
- 1.2. Check incoming information for errors and compare with pre-existing information.
- 1.3. Access additional data sources and seek information to fill gaps and compare with information received.
- 1.4. Receipt incoming information in accordance with organisational procedures.

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| 2. Record information. | 2.1. Carry out accurate recording of information, confirming relevant details of source. |
| | 2.2. Maintain accurate, complete and up-to-date records 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. |
| | 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. |
| 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. |
| | 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 essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPREG015 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>

Assessment Requirements for PSPREG042 Receive and validate data

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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:

- undertake research and critical analysis
- use deductive reasoning and evaluation techniques related to information analysis and corroboration
- communicate with diverse clients and staff
- use problem-solving and decision-making
- use information technology for managing records and files.

Knowledge Evidence

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

- legislation and regulation relevant to records and storage of information
- organisational policies, procedures and guidelines for receipt and validation of data
- additional data sources including 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

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

Assessment must ensure access to:

- legislation and regulation relevant to records and storage of information
- organisational policies, procedures and guidelines relating to receipt and validation of data
- resources and equipment of the working environment.

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

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