



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV520A Scope statistical data collection

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the process of clearly identifying the scope of a statistical data collection project and the expected outputs to meet user requirements. It includes defining the purpose/outputs, defining the scope, researching and identifying possible sources of data, developing project documentation, determining resource requirements and confirming project feasibility.

In practice, scoping data collection may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, working safely, initiating a project, undertaking research and analysis, etc.

This is one of 5 units of competency in the *Working in Government* Competency Field that deal with statistics. Related units are:

- PSPGOV521A Collect statistical data
- PSPGOV522A Process statistical data
- PSPGOV523A Interrogate and analyse statistical data
- PSPGOV524A Interpret data and related statistics
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- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define purpose/outputs	1.1 Required deliverables are confirmed with relevant personnel/stakeholders. 1.2 Tasks are reviewed to identify requirements. 1.3 Requirements are specified and confirmed in accordance with organisational policy and procedures.
2. Define scope	2.1 The population for the study is defined. 2.2 The audience for the project's outputs is defined. 2.3 Proposed hypotheses are defined and any anticipated issues identified. 2.4 The duration, sequence and inter-dependence of tasks are determined in consultation with stakeholders. 2.5 The scope is specified and agreed in accordance with organisational policy and procedures.
3. Research and identify possible sources of data	3.1 Data sources and statistics already in existence are identified. 3.2 Alternative sources of data are identified. 3.3 Data is sourced to test hypotheses.
4. Develop project documentation	4.1 Information is collated and examined to determine the detail required in project brief and specifications. 4.2 Statistical processes are identified for later use in conjunction with a suitably qualified person. 4.3 Legal and ethical issues relating to the collection of data are identified and addressed. 4.4 The final reporting medium is identified. 4.5 Anticipated communication strategies are determined. 4.6 Risk management strategies are developed in accordance with organisational policy and procedures.
5. Determine resource requirements	5.1 Project/survey costs are estimated to enable budgets to be developed and implemented in accordance with legislation, policy and procedures. 5.2 Information technology requirements are identified. 5.3 Any special equipment or resource requirements are identified. 5.4 Equipment and material requirements are accessed according to the project/survey requirements.
6. Confirm feasibility	6.1 Identified variations to the feasibility of the project/survey are determined and documented to enable adjustments to be made. 6.2 Adjusted feasibility of the project/survey is evaluated to confirm progress of the project. 6.3 Feasibility is confirmed and the project is approved in accordance with organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to statistical data collection in the public sector
- using numeracy skills to estimate costs, assess data sources and schedule tasks
- managing statistical projects
- communicating with a diverse range of stakeholders including consultation and negotiation
- applying time management
- applying problem solving
- using information technology including databases and spreadsheets
- differentiating between primary and secondary data sources
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of statistical data collection

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to statistical data collection in the public sector, such as freedom of information, privacy
- the limitations of the statistics being worked on
- the way statistics can be used to inform policy development
- statistical standards and classification systems
- the differences between primary and secondary data sources
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of statistical data collection

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC501B Promote the values and ethos of public service
 - PSPGOV502B Develop client services
 - PSPGOV503B Coordinate resource allocation and usage
 - PSPGOV504B Undertake research and analysis
 - PSPGOV521A Collect statistical data
 - PSPGOV522A Process statistical data
 - PSPGOV523A Interrogate and analyse statistical data
 - PSPGOV524A Interpret data and related statistics
 - PSPLEGN501B Promote compliance with legislation in the public sector

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- statistical data collection projects scoped in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to statistical data collection
- access to existing sources of statistical data
- case studies and workplace scenarios to capture the range of statistical data collection projects likely to be encountered in the public sector

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when scoping statistical data collection projects, including coping with difficulties, irregularities and

breakdowns in routine

- statistical data collection projects scoped in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

<i>Population</i> is:	the group to which the study's conclusions are to apply
<i>Data sources</i> may include:	- online sources, such as Australian Bureau of Statistics - text sources
<i>Statistical processes</i> may include:	- survey design - methods of accessing, storing and analysing data
<i>Legal and ethical issues</i> may include:	- confidentiality - copyright - privacy
<i>Legislation, policy and procedures</i> may include:	- State/Territory and Commonwealth legislation and regulations such as: - public sector management acts - financial management acts - privacy legislation - equal employment opportunity and anti-discrimination legislation - occupational health and safety legislation. - ethics and accountability standards - public sector standards - risk management standards - fraud control standards - government security standards - knowledge management standards - organisational policy, procedures and protocols

Unit Sector(s)

Not applicable.

Competency field

Working in Government