



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV522A Process statistical data

Release 3

PSPGOV522A Process statistical data

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 recording, storing and managing data prior to analysis. It includes preparing raw data for electronic storage, using software tools to collect and/or store data, processing raw data and maintaining records.

In practice, processing statistical data may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, working safely, managing 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:

- PSPGOV520A Scope statistical data collection
- PSPGOV521A Collect statistical data
- PSPGOV523A Interrogate and analyse statistical data
- PSPGOV524A Interpret data and related statistics

This is a new unit of competency, added to the *Working in Government* Competency Field of the Training Package in 2004

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. Prepare raw data for electronic storage	1.1 Data is coded and recorded in accordance with organisational and/or professional standards.
2. Use software tools to collect and/or store data	2.1 Computer technologies are used in accordance with organisational licensing, manufacturers' specifications and organisational procedures. 2.2 Software is used to collect, store and retrieve data in accordance with legislation, policy and guidelines . 2.3 Computer input/output is checked and verified by a suitable person. 2.4 Data is stored and retrieved in accordance with accepted standards with meta-data included. 2.5 Geographic Information System (GIS) and database tools are used to access and retrieve a range of data.
3. Process raw data	3.1 Data is validated in accordance with statistical standards. 3.2 GIS and spreadsheet tools are used to retrieve data and present it in a suitable format. 3.3 Spurious and/or inaccurate data is identified. 3.4 Data is made confidential according to standard operational and privacy procedures.
4. Maintain records	4.1 The management of the dataset is undertaken in accordance with accepted standards. 4.2 The design of long-term storage/archiving systems is effected in accordance with accepted standards. 4.3 Workplace processes are performed in accordance with relevant quality assurance standards. 4.4 Validation of data is undertaken to ensure accuracy and consistency of data in the dataset in accordance with statistical standards.

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, policies and standards relating to statistical data processing
- using at least one database management tool
- using information technology, for example spreadsheets, databases
- accessing the Internet
- undertaking critical analysis and problem solving
- recordkeeping
- reading and interpreting information
- using numeracy skills for data analysis/validation
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of data processing

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to statistical data processing
- legislation and policies governing privacy and confidentiality
- statistical standards and classifications
- data processing concepts and systems
- workplace quality assurance standards
- management information policies
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of data processing

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
 - PSPGOV503B Coordinate resource allocation and usage
 - PSPGOV504B Undertake research and analysis
 - PSPGOV520A Scope statistical data collection
 - PSPGOV521A Collect statistical data
 - PSPGOV523A Interrogate and analyse statistical data
 - PSPGOV524A Interpret data and related statistics
 - PSPLEGN501B Promote compliance with legislation in the public sector
 - PSPPM502B Manage complex projects

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 processed 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 processing
- technology and statistical tools
- case studies and workplace scenarios to capture the range of situations likely to be encountered when processing statistical data

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 processing statistical data, including coping with difficulties, irregularities and breakdowns in routine

- statistical data processed 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
- demonstration
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- 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>Software</i> may include:	• database tools • spreadsheets • web-based tools (online survey tools) • statistical packages
<i>Legislation, policy and guidelines</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
<i>Management of the dataset</i> may include:	• updating of records • maintenance of the security of records

Unit Sector(s)

Not applicable.

Competency field

Working in Government.