



Australian Government

RIISTD302D Process data and maintain accurate records

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIISTD302A Process data and maintain accurate records
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to process data and maintain accurate records in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational or technical roles.

No licensing or certification requirements apply to this unit at the time of publication.

Elements and Performance Criteria

1. Plan and prepare for data processing	1.1 Access, interpret and apply risk management documentation and ensure the work activity is compliant 1.2 Obtain and confirm data for processing 1.3 Identify and address in writing hazards and risks 1.4 Access data processing/recording equipment and check for faults
2. Use and maintain data	2.1 Use data processing/recording equipment available 2.2 Identify and code data, ensure suitability/compatibility of format for database system 2.3 Check and verify data processing/recording output 2.4 Utilise suitable and appropriate software to store and retrieve data 2.5 Transfer data effectively
3. Analyse and present data	3.1 Record accurate and relevant observations in a form accessible to others

	3.2 Use appropriate conventions and symbols 3.3 Convert instrument readouts into a written or graphical form suitable for interpretation 3.4 Use technology to analyse data 3.5 Present results in format that meets organisational standards
4. Maintain accurate records	4.1 Document and update written records, procedures and techniques 4.2 Verify accuracy of records 4.3. File and store information

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIISTD302A Process data and maintain accurate records

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIISTD302D Process data and maintain accurate records

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Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient processing of data and maintenance of accurate records, including:
 - using the appropriate equipment and technology to process data
 - using data analysis and averaging techniques
 - applying appropriate conventions, symbols and format
- works effectively with others to undertake and complete processing of data and maintenance of accurate records that meet all of the required outcomes including:
 - using a range of communications techniques and equipment to clearly and concisely convey information to others
 - maintaining written and verbal reporting requirements and procedures
- demonstrates completion of the processing of data and maintenance of accurate records that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - identifying and coding data
 - using, transferring, verifying and correcting data output
 - converting data into a written or graphical form which is suitable for interpretation
 - maintaining and updating written records

Knowledge Evidence

The candidate must demonstrate knowledge of the following when processing data and maintaining accurate records through:

- organisation risk management policy, procedure requirements
- worksite safety systems information
- worksite communication, reporting and recording procedures
- types of communication systems and equipment
- key data processing terminology and concepts
- hazards and risks associated with data processing
- computer software (database, spreadsheet, word processing)
- data presentation modes
- filing systems and data storage methods

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal	1	1 Year

Mining, Extractive (Quarrying) and Civil Construction	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

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