



Australian Government

RIISTD302E Process data and maintain accurate records

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to process data and maintain accurate records in the resources and infrastructure industries.

It applies to those working in supervisory and technical specialist roles. They generally work under minimal supervision to undertake a broad range of skilled applications in varied work contexts, using some discretion and judgement in selecting equipment, services or contingency measures.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and prepare for data processing	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required process data and maintain accurate records 1.3 Identify and address in writing hazards and risks according to workplace procedures 1.4 Access data processing and recording equipment and check for faults according to manufacturer specifications
2. Use and maintain data	2.1 Use data processing and recording equipment available according to manufacturer specifications 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

ELEMENT	PERFORMANCE CRITERIA
	according to manufacturer specifications 2.5 Transfer data effectively according to workplace procedures
3. Analyse and present data	3.1 Record accurate observations in an accessible form according to workplace procedures 3.2 Use appropriate conventions and symbols according to workplace procedures 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 according to workplace procedures 4.2 Verify accuracy of records according to workplace procedures 4.3 File and store information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	Identifies and interprets information from workplace procedures, documentation and regulations
Self-management	Monitors and minimises own exposure to worksite risks and hazards during activities

Unit Mapping Information

Supersedes and is equivalent to RIISTD302D Process data and maintain accurate records.

Links

Companion Volume implementation guides is found on VETNet -

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

Assessment Requirements for RIISTD302E Process data and maintain accurate records

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process data and maintain accurate records on at least two occasions, 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
 - using the appropriate equipment and technology to process data
 - using data analysis and averaging techniques
 - applying appropriate conventions, symbols and format
 - maintaining and updating written records.

During the above, the candidate must:

- locate and apply relevant documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for processing data and maintaining accurate records
- work effectively with others to process data and maintain accurate records in a way that meets all required outcomes
- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key policies, procedures and documentation required to process data and maintain accurate records, including those relating to:
 - 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
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to processing data and maintaining accurate records
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge

- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 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.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**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 a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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