



Australian Government

Department of Education, Employment and Workplace Relations

RIISTD302A Process data and maintain accurate records

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers processing data and maintaining accurate records in resources and infrastructure industries. It includes using and maintaining data, analysing and presenting data, and maintaining accurate records.

Application of the Unit

This unit is appropriate for those working in operational or technical roles, within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Use and maintain data	1.1. Access, interpret and apply compliance documentation relevant to processing data and maintaining accurate records 1.2. Use available computer technologies according to organisation licensing, manufacturers' specifications and local procedures 1.3. Identify and code data suitable for database system 1.4. Check and verify computer output 1.5. Utilise suitable and appropriate software to store and retrieve data 1.6. Transfer data effectively
2. Analyse and present data	2.1. Record accurate and relevant observations in a form accessible to others 2.2. Use appropriate conventions and symbols 2.3. Convert instrument readouts into a form suitable for interpretation 2.4. Use computer technology to analyse data 2.5. Present results in format that meets organisational standards
3. Maintain accurate records	3.1. Document and update records, procedures and techniques 3.2. File and store information

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to processing data and maintaining accurate records:

- apply legislative, organisation and site requirements and procedures
- apply procedures for entering data into computer software
- apply data analysis techniques
- apply averaging techniques
- apply report writing requirements and procedures
- apply computer software report prepare requirements and procedures

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to processing data and maintaining accurate records:

- regulatory, organisational and site data processing and record maintenance requirements and procedures
- computer software (database, spreadsheet, word processing)
- data presentation modes
- filing systems
- storage methods

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for processing data and maintaining accurate records • implementation of requirements, procedures and techniques for the safe, effective and efficient processing of data and maintenance of accurate records • working with others to process data and maintain accurate records that meet all of the required outcomes • consistent timely completion of processing data and maintaining of accurate records that safely, effectively and efficiently meets the required outcomes
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non

	English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in the work environment. Selection and use of resources for particular worksites may differ due to site circumstances. • Where applicable, physical resources should include equipment modified for people with disabilities. • Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistently achieving the required outcomes • first hand testimonial evidence of the candidate's: • working with others to process data and maintain accurate records
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Data may include:	• results of tests • measurements and analyses • computer database information • manual notes • maps • sketches • diagrams
Software may include:	• database software • spreadsheet software • statistical analysis software
Conventions and symbols may be used on:	• overlays • maps • reports and includes: • scientific notation • terminology • references
Records may include:	• equipment • materials • safety • budgets • test results • product/process testing • calibrations of equipment • maintenance history of equipment

	• warranty information • manufacturer's manuals • OHS events • expenditure • file and sample locations
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Unit Sector(s)

Sampling, Testing and Data Processing and Recording

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.