



Australian Government

Department of Education, Employment and Workplace Relations

RTE4913A Analyse and interpret production data

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of analysing and interpreting data for animal production, crop and horticultural production. It requires the ability to collect and organise production data, analyse, interpret and present data. Analysing and interpreting data for production requires knowledge of the relevant legislation, industry and enterprise codes of practice, enterprise record keeping and recording practices, methods to collect and analyse production data, business equipment and principles of report writing and data presentation.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Collect and organise production data	1.1 Information is collected and organised in a format suitable for analysis and interpretation in accordance with enterprise requirements. 1.2 Information held by the production unit is assessed for accuracy and relevance in line with enterprise requirements. 1.3 Methods of collecting data are reliable and make efficient use of resources in accordance with organisational requirements. 1.4 Business equipment is used to access, organise and monitor data in accordance with organisational requirements. 1.5 Information is updated, modified, maintained and stored in accordance with organisational requirements.
2 Analyse and interpret data	2.1 Objectives of analysis are clearly defined and consistent with enterprise requirements. 2.2 Methods of data analysis are reliable and suitable to research purposes. 2.3 Assumptions used in analyses are clear, justified and consistent with enterprise objectives. 2.4 Conclusions are supported by evidence and contribute to the achievement of business objectives.
3 Present data	3.1 Data are prepared in an appropriate format, style and structure using suitable business technology. 3.2 Structure and format of reports are clear and conform to enterprise requirements. 3.3 Findings are reported and distributed in accordance with enterprise requirements. 3.4 Feedback and comments on suitability and sufficiency of findings is obtained in accordance

with enterprise requirements.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in analysing and interpreting intensive production data requires evidence that production data has been successfully and appropriately collected, analysed and maintained according to enterprise requirements. The skills and knowledge required to analyse and interpret intensive production data must be **transferable** to a range of work environments and contexts. For example, this could include different enterprises, data collection methods and production systems.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below:

the relevant legislation, industry and enterprise codes of practice and quality assurance procedures that impact on intensive production

knowledge of enterprise record keeping and recording practices

knowledge of enterprise policies and procedures relating to collection, analysis and maintenance of production data

methods to collect and analyse production data

data management systems and methods

business equipment

principles of report writing and data presentation.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, some complementary skills are required. These skills include the ability to:

collect and organise production data

analyse and interpret data

present data.

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

1. How can **communication of ideas and information (3)** be applied?

Through preparation and presentation of data to management.

2. How can **information be collected, analysed and organised (3)**?

Through collection and analysis of production data.

3. How are **activities planned and organised (3)**?

Through following enterprise and industry quality assurance procedures and best practice.

4. How can **team work (3)** be applied?

Through working with others in collecting and analysing data.

5. How can the use of **mathematical ideas and techniques (3)** be applied?

Through analysis of production data.

6. How can **problem-solving skills (3)** be applied?

Through identification of non-compliances in collected data.

7. How can the **use of technology (3)** be applied?

Through use of business equipment to collect, store and maintain data.

Are there other competency standards that could be assessed with this one?

This competency standard **could** be assessed on its own or in combination with other competencies relevant to the job function.

There is essential information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to the **Assessment Guidelines**. Further advice may also be sought from the relevant **sector booklet**.

Range Statement

Range of Variables

The Range of Variables explains the contexts within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment requirements may depend on the work situations available

What **enterprise requirements** may be relevant to this standard?

Quality assurance and/or procedures manuals, biosecurity requirements, animal welfare, procedures for updating records, OHS policies, procedures and programs, production plans, systems and processes, and defined resource parameters.

What **business equipment** may be relevant to this standard?

Photocopier, computer (including handheld electronic loggers), email, internet, software programs, answering machine, fax machine, telephone and radio communication systems.

What methods of **data analysis** may be used?

Feedback on results, review of previous data and production figures, peer review, data sampling and statistical analysis.

For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.

Unit Sector(s)

Not applicable.