



Australian Government

TLIE0007 Apply workplace statistics

Release: 1

TLIE0007 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply workplace statistics.

It includes identifying situations where statistics are used in the workplace, collecting numerical data, processing and presenting data, and interpreting trends and patterns from numerical data. It also includes applying established statistical principles for work outcomes within workplace operations. The application of workplace statistics is carried out as an integral part of work operations in the context of the workplace concerned.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1 Identify situations where statistics are used in the workplace**
 - 1.1 Types of statistical representations of data, relevant to the workplace, are identified
 - 1.2 Statistical data representations are matched for appropriate workplace applications
 - 1.3 Potential users of statistical data in the workplace are identified and confirmed with appropriate personnel
 - 1.4 Relevant legislation and workplace procedures are identified and accessed
- 2 Collect numerical data**
 - 2.1 Purpose of data collection is identified
 - 2.2 Sources of information are established, accessed and reviewed for suitability to the workplace context
 - 2.3 Relevant personnel are consulted to confirm purpose, data representation and sources
 - 2.4 Data collection methods are modified and used based on feedback from relevant personnel
- 3 Process and present data**
 - 3.1 Data collected is checked for accuracy
 - 3.2 Data collection methods are used
 - 3.3 Potential for inaccurate results arising from variables is estimated and outlined
 - 3.4 Data collected is represented in graphs, tables, averages and percentages, as required, in accordance with workplace procedures
 - 3.5 Spreadsheets and flowcharts are used to present data
 - 3.6 Relevant stakeholders are consulted for feedback on their interpretation and use of the statistical data in the workplace
 - 3.7 Feedback is discussed with appropriate personnel and data representation is changed as agreed to
 - 3.8 Data is stored following workplace procedures
- 4 Interpret trends and patterns from numerical data**
 - 4.1 Trends or patterns in data are noted
 - 4.2 Possible reasons for trends or patterns are generated
 - 4.3 Non-conforming results outside of predicted outcomes

are noted and reasons are identified

4.4 Reasons for non-conforming results are noted and potential solutions are identified

5 Apply outcomes of statistical analysis to workplace operations

5.1 Interpreted data is used to identify possible improvements in work processes and organisation

5.2 Appropriate action is initiated to implement identified strategies for improving processes or work organisation in accordance with workplace procedures

5.3 Relevant stakeholders are supported to apply and monitor workplace statistics as applicable to their work, as required

5.4 Feedback from relevant stakeholders is gathered to help determine effectiveness of implemented strategies

5.5 Improvements are statistically monitored and evaluated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIE4013 Apply workplace statistics.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIE0007 Apply workplace statistics

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- accurately completing relevant documentation
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- interpreting sourced data and providing appropriate, timely information on the outcomes of data analysis to appropriate personnel
- monitoring the effectiveness of applying workplace statistics to workplace activities
- reading and interpreting relevant workplace data and statistics
- seeking feedback and actioning approved changes to initiated improvements
- selecting and appropriately applying technology and software, information systems and procedures to workplace tasks
- using identified strategies for improving processes based on statistical analyses
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- effective strategies to support stakeholders to apply workplace statistics to their workplace
- feedback techniques to use with stakeholders to gauge effectiveness of applying relevant statistics to a work context
- mathematical processes related to arranging data and estimating the impact of variables
- operational recording, reporting and establishing statistical principles, analysis systems and resources
- relevant workplace procedures, protocols and compliance requirements for the identification, collection and use of workplace statistical data within work contexts
- software for capturing, analysing and presenting statistical data
- strategies to action continuous improvement initiatives utilising workplace procedures
- workplace contexts where statistical data is applied to complete workplace activities or to meet compliance requirements.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment and software
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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