



Australian Government

TLIE4013 Apply workplace statistics

Release: 1

TLIE4013 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 statistical data in the workplace. The application of workplace statistics is carried out as an integral part of work operations in the context of the workplace concerned.

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 includes applying established statistical principles for work outcomes within workplace operations.

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.

1 Identify situations where

PERFORMANCE CRITERIA

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

1.1 Types of statistical representations of data are identified

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| statistics are used in the workplace | 1.2 Users of statistical data in the workplace are identified |
| | 1.3 Statistical data representations are matched for appropriate workplace applications |
| 2 Collect numerical data | 2.1 Purpose of data collection is identified |
| | 2.2 Sources of information are established |
| | 2.3 Data collection methods are used |
| | 2.4 Mathematical processes are used to arrange data |
| | 2.5 Data collected is checked for accuracy |
| | 2.6 Potential for inaccurate results arising from variables is estimated and outlined |
| 3 Process and present data | 3.1 Data collected is represented in graphs, tables, averages and percentages as required |
| | 3.2 Spreadsheets and flowcharts are used to present data |
| 4 Interpret trends and patterns from numerical data | 4.1 Non-conforming results outside of predicted outcome/s are noted and reasons are identified |
| | 4.2 Trends or patterns in data are noted |
| | 4.3 Possible reasons for trends or patterns are generated |
| | 4.4 Potential solutions are identified |
| | 4.5 Appropriate techniques are used to encourage participation of team/group members to interpret and use statistical data |
| 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 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4013A 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 TLIE4013 Apply workplace statistics

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Performance Evidence

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

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- interpreting data and providing appropriate, timely information on the outcomes of data analysis to appropriate personnel
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

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

- coaching and mentoring approaches to support team members to develop knowledge and skills in statistical collection, collation and analysis
- customer and supplier contact and coordination
- operational recording, reporting and statistical analysis systems and resources
- relevant procedures and duty of care requirements
- resource availability including the processing capacity of equipment and software systems for statistical data analysis
- workplace business policies and plans including procedures for reporting performance
- workplace protocols and procedures for applying workplace statistics within work

activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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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 include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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