Assessment Project 1 - Unpacking the unit of competency – planning for assessment.

This exercise will help you identify the suggested evidence requirements for this unit of competency.

Step 1. – Read the **application** for this unit – what is the unit about?

Step 2. – Read the assessment conditions for the unit – think about WHERE the skills can be demonstrated, WHAT resources and equipment are required to be used, and WHO can conduct the assessment.

Step 3. – Unpack the performance criteria to identify the types of evidence that might be appropriate to collect. Check that the evidence is sufficient to cover the Performance Evidence requirements.

Step 4. – Plan your questions for the competency conversation by reading the Knowledge Evidence requirements.

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| **Unpacking the unit.** | | | |
| **Unit Code** | **BSBDAT201** | **Unit Title** | **Collect and record data** |
| **STEP 1:** | What is the unit about? | *Summarise the application of this unit* | |
| **STEP 2:** | Where can the skills be demonstrated? | *Refer to assessment conditions* | |
| What resources and equipment are required to be used? | *Refer to assessment conditions* | |
| Who can conduct the assessment? | *Refer to assessment conditions* | |

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| **STEP 3:** Unpacking the unit – what types of evidence might be appropriate to collect? Use the elements as headings in your unpacking document. | | | | |
| **Elements** | **Performance Criteria** | **Knowledge Questions** | | **Observation Checklist** |
| 1. Prepare to collect data | 1.1 Confirm task requirements |  | |  |
| 1.2 Identify source of data |  | |  |
| 1.3 Identify method of data collection and recording procedures according to organisational policies and procedures |  | |  |
| 2. Collect data  3. Finalise data collection | 2.1 Access data at source |  | |  |
| 2.2 Use identified data collection methods according to task requirements |  | |  |
| 2.3 Action data source difficulties within scope of own role, or escalate to required personnel |  | |  |
| 3. Participate in WHS consultative processes | 3.1 Record data in database according to organisational policies and procedures using safe work practices |  | |  |
| 3.2 Identify and action issues encountered within scope of own role, or escalate to required personnel |  | |  |
| 3.3 Record issues encountered according to organisational policies and procedures |  | |  |
| 3.4 Check work against task requirements and amend database where required |  | |  |
| **Performance evidence**  The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to: | | | | |
| collect and record data on at least two different occasions from at least two different sources. | | |  | |
| Have you collected enough evidence to cover the Performance Evidence requirements? | | | | |
| **Knowledge evidence**  The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of: | | | | |
| key data-collection methods | | |  | |
| work health and safety risks that apply to data-collection methods | | |  | |
| organisational policies and procedures for collecting and recording data | | |  | |
| key features and functions of technology used to collect data | | |  | |
| data sources relevant to performance evidence | | |  | |
| code of conduct relevant to data-collection. | | |  | |
| **STEP 4:** Think about the questions you will need to ask in the competency conversation – these will be based on the Knowledge Evidence requirements.  *You will write your questions in the Knowledge questions template.* | | | | |