CATAPULT

BSBDAT201

Collect and record data

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBDAT201.

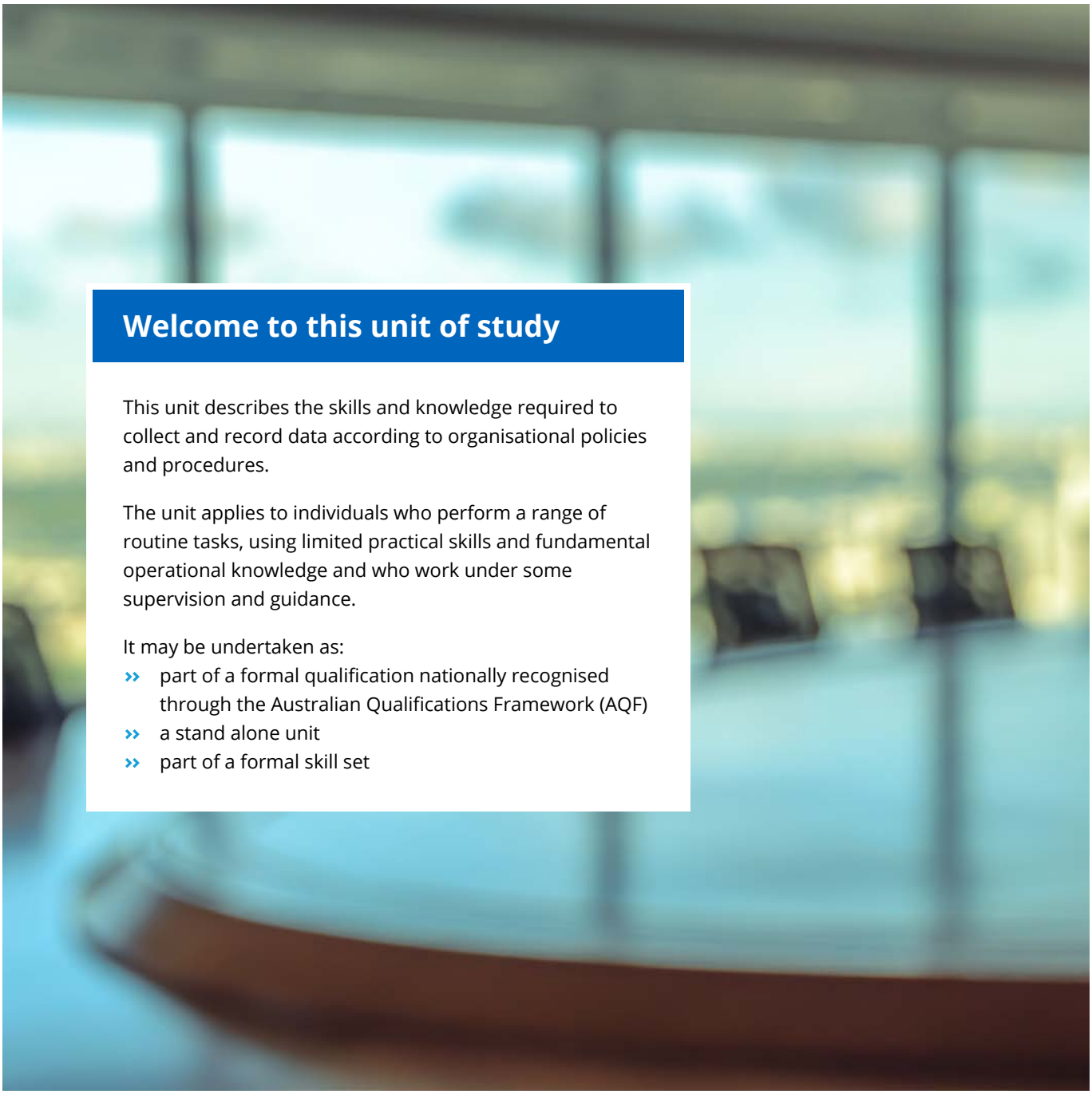
For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBDAT201/

© Catapult Smallprint Pty Ltd

Trainer/assessor guide

BSBDAT201
Collect and record data



Welcome to this unit of study

This unit describes the skills and knowledge required to collect and record data according to organisational policies and procedures.

The unit applies to individuals who perform a range of routine tasks, using limited practical skills and fundamental operational knowledge and who work under some supervision and guidance.

It may be undertaken as:

- part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- a stand alone unit
- part of a formal skill set

© smallprint owns all copyright on its products as detailed in the Copyright Act 1968.
It does not issue licenses for reproduction of this material.

Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Prepare to collect data 5

Confirm task requirements 5

Identify data source 6

Identify data collection method 7

Check your understanding 9

Topic 2: Collect data 11

Access data at the source 11

Collect data 12

Action data source difficulties 13

Check your understanding 15

Topic 3: Finalise data collection 17

Record the data in a database 17

Identify and action issues 22

Record issues 24

Check work against task requirements 25

Check your understanding 27

Topic 4: Additional learning 29

Codes of conduct for data-collection 29

Assessment workbook **33**

Unit information 35

What is competency-based assessment? 36

How will my competency be assessed? 37

Assessment agreement 38

Foundation skills checklist 39

Skills recognition **40**

Topic 1: Prepare to collect data 41

Topic 2: Collect data 42

Topic 3: Finalise data collection 43

Knowledge questions **44**

Topic 1: Prepare to collect data 45

Topic 2: Collect data 50

Topic 3: Finalise data collection 55

Topic 4: Specific knowledge evidence 62

Performance tasks **63**

Third party evidence collection agreement 64

Topic 1: Prepare to collect data 66

Topic 2: Collect data 68

Topic 3: Finalise data collection 70

© smallprint V5 Aug 2021

Completion record 72
Unit mapping 73
Trainer/ assessor user instructions 75

© smallprint V5 Aug 2021

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Prepare to collect data
- Collect data
- Finalise data collection
- Additional learning

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- a set of true or false questions
- a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- information on competency-based assessment
- instructions on how you will be assessed
- assessment tools to assess your competence
- instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

© smallprint V5 Aug 2021