



Australian Government

BSBDAT201 Collect and record data

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

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.

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

Unit Sector

Data Literacy – Data Literacy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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	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

ELEMENT	PERFORMANCE CRITERIA
3. Finalise data collection	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

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> Interprets information from relevant sources
Writing	<ul style="list-style-type: none"> Uses clear, specific and industry-related terminology to complete and update workplace documentation
Oral communication	<ul style="list-style-type: none"> Uses appropriate tone, pace, and listening and questioning techniques to confirm understanding
Technology	<ul style="list-style-type: none"> Uses specific functions and key features of common digital systems and tools and operates them effectively to complete data collection tasks

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBCUE204 Collect data.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>