

Collect data for a specified purpose

Level 3

Credits 8

Purpose People credited with this unit standard are able to: prepare for data collection for a specified purpose; gather data for the specified purpose; and record data and calculate results.

Subfield Business Operations and Development

Domain Quality Management

Status Registered

Status date 22 September 2004

Date version published 18 July 2008

Planned review date 31 December 2012

Entry information Open.

Accreditation Evaluation of documentation by NZQA.

Standard setting body (SSB) NZQA National Qualifications Services

Accreditation and Moderation Action Plan (AMAP) reference 0113

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 The credit value for this unit standard has been calculated on the basis that people seeking credit have acquired competence in the required data gathering methods and tools.
- 2 Although the skills in this unit standard have particular relevance to quality management, they are also relevant to other contexts.
- 3 **Definitions**
Valid means fit for purpose, and relating solely to the attributes or data being gathered and analysed. Where applicable, the term *valid* should also be taken to mean *statistically valid*.
Sustainable means that the security and integrity of data have been assured by protecting it against accidental loss. Depending on circumstances, examples can include backing up of electronic data and multi-copying of print data.

Consistent means that in the same circumstances the data collector would enter the same data again, and it will be the same as other data collectors would enter.

- 4 All activities must comply with: any policies, procedures, business protocols, and requirements of the organisation(s) involved; the ethical codes of relevant professional bodies; the cultural requirements of the organisation(s) and individuals involved; and any relevant legislative and/or regulatory requirements.
- 5 Legislation relevant to this unit standard can include but is not limited to: Health and Safety in Employment Act 1992, Resource Management Act 1991, Official Information Act 1982, Privacy Act 1993, State Sector Act 1988, Employment Relations Act 2000, Fair Trading Act 1986, Consumer Guarantees Act 1993, and subsequent amendments.
- 6 The specified purpose will require collection of data relating to people, processes, and/or physical objects. The plan may be provided to or developed by the candidate.
- 7 Data gathering methods and tools may include but are not limited to - surveys, automated data collection, physical measurements.

Elements and performance criteria

Element 1

Prepare for data collection for a specified purpose.

Performance criteria

- 1.1 A plan is determined to achieve the specified purpose.
- 1.2 The nature and size of the sample match the requirements of the plan.
- 1.3 Access to sources of valid data is ensured before data gathering begins.
- 1.4 Data gathering resources are matched with task requirements and made available before data gathering begins.
- 1.5 Any required measuring equipment is confirmed as calibrated to match the accuracy requirements of the plan.

Element 2

Gather data for the specified purpose.

Performance criteria

- 2.1 Data gathering is carried out in accordance with the requirements of the plan.

Range	requirements include but are not limited to – adherence to sampling plan, timeframes, data gathering methods and tools.
-------	---

- 2.2 Actions are taken to ensure the validity of the data collected.
- Range actions may include but are not limited to – use of data gathering methods and tools, protection against bias, contingency actions, handling of physical specimens, ethical considerations in the gathering of information.
- 2.3 Methods selected for the storage and/or disposal of data and physical specimens maintain any requirements for confidentiality and security.

Element 3

Record data and calculate results.

Performance criteria

- 3.1 Data are recorded in accordance with plan requirements.
- Range requirements may include but are not limited to – timeframe for recording, completeness, legibility, accuracy, sustainability, traceability, consistency.
- 3.2 Checks are used to verify the validity of recorded data, and corrective action is taken if required.
- Range self checks, independent checks.
- 3.3 Documentation of anomalies found in the recording of data ensures that the anomalies are kept with the data and not discarded.
- 3.4 The results of calculations performed on raw data are verified as correct and meeting plan requirements, and are recorded in accordance with the plan.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.