

Title	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.
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Classification	Business Operations and Development > Quality Management
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Available grade	Achieved
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Guidance Information

- 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.

Outcomes and performance criteria

Outcome 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.

Outcome 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.

Outcome 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.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 August 1996	31 December 2016
Revision	2	7 September 1999	31 December 2016
Revision	3	12 January 2001	31 December 2016
Review	4	22 September 2004	31 December 2016
Rollover and Revision	5	18 July 2008	31 December 2016
Rollover and Revision	6	17 November 2011	31 December 2016
Rollover	7	18 April 2013	31 December 2018
Rollover	8	16 April 2015	31 December 2023
Review	9	26 March 2020	31 December 2023
Rollover	10	27 October 2022	31 December 2023

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.