

Learning Assessment Guide

Unit Standard 8081 – Version 4

Collect data for a specified purpose

Level 3 – 8 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- prepare for data collection for a specified purpose
- gather data for the specified purpose
- record data and calculate results.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Manager's Verification Form.
- Observation Checklist.
- Observation Checklist II.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

- 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 learner.

Data gathering methods and tools may include but are not limited to: surveys, automated data collection, physical measurements.

What do I do now?

- Read through all of the information.
- Familiarise yourself with each assessment task and the instructions.
- Contact your assessor if necessary to clarify anything you are unsure of.
- Complete the assessment tasks as agreed with your assessor.
- Contact your assessor when you have finished the assessment tasks.
- Make sure you keep a copy of your completed assessment task if you are mailing the original copy to your assessor.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to prepare for data collection for a specified purpose.

Instructions

- You will be required to answer questions about your preparation to collect data.
- You will need to provide at least one plan for the collection of data for a specified purpose (eg for a quality review or audit that you are about to conduct or have conducted.) Your plan may be in the form of a checklist, flowchart or other form appropriate to your work.
- The purpose for collecting the data will be related to people, processes, and/or physical objects. The plan may be given to you or developed by you.
- Data gathering methods and tools may include such things as surveys, automated data collection or physical measurements.
- You will also need to answer the task 1 questions about your preparation for data collection.
- Have your manager complete and sign the Manager's Verification Form to confirm the authenticity of the plan, and its appropriateness to the quality review. Please brief your manager on this unit standard prior to them completing the verification.

Question 1

What is the purpose of your data collection?

Question 2

What is your plan to achieve the purpose? (You may need a separate sheet.)

Question 3

How have you matched the nature and size of your sample to your plan requirements?

Question 4

How will you ensure access to sources of data before beginning data gathering?

Question 5

How will you ensure that your data gathering resources match task requirements and are available before data gathering begins?

Question 6

How will you confirm that your measuring equipment is calibrated to meet accuracy requirements, if applicable?

Question 7

What actions will you take before data gathering to ensure that the data collected will meet plan requirements for validity? (Valid means fit for purpose, statistically valid, and related solely to the data being gathered and analysed.)

Manager's Verification Form

To: Manager of learner

_____ (Name of learner) is currently being assessed toward unit standard 8081 - *Collect data for the management of quality*.

You are asked to verify that the following documents and activities are:

1. the work of the learner; and
2. meet the requirements of your organisation
 - learner's plan for data collection
 - method of data collection and validation
 - recording of data and calculation/analysis of results

Comments:

Your signature on this form will be viewed as confirmation of the above, unless you indicate otherwise.

Signed: _____

Date: _____

Position: _____

Contact telephone number: _____

Thank you for your assistance.

The completed assessment for task one will include:

- provision of a plan for the collection of data for a specified purpose
- answers to task 1 questions
- the completed Manager's Verification Form.

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to gather data for a specified purpose.

Instructions

- Collect your data in accordance with the requirements of your plan.
- Methods of data collection will vary considerably from interviews with selected people, observations and sampling during production processes, to sampling of case study documentation and financial records.
- Follow the procedures of your organisation and listed in your plan.
- Your assessor, or an observer approved by your assessor, will use the Observer Checklist to document your data collection.
- Give your assessor a copy of any notes made while collecting your data. In some cases it will be appropriate to provide a copy of data which you have collected. However if it is your assessor who observes you gathering and recording data, they may suggest that it is unnecessary to retain it.
- If the data is of a highly confidential nature, personal details should be obscured. If they are needed for continuity during the assessment they could be coded.
- Discuss your data collection with your assessor. Explain any departure from your plan.

Observation Checklist 1

To: assessor or approved observer

Please indicate ✓ or x whether or not each of the following criteria has been met during your observation of the data gathering process.

Use the comment section to record examples from your observations or to make notes for moderation purposes.

Gather Data

- Data gathering is carried out in accordance with the requirements of the plan, including:
 - adherence to a sampling plan
 - timeframes
 - data gathering methods and tools.

- Actions are taken to ensure that the data collected will be valid, including:
 - use of data gathering methods and tools
 - protection against bias
 - contingency actions
 - handling of physical specimens
 - ethical considerations in the gathering of information.

- Methods selected for the storage and/or disposal of data and physical specimens maintain any requirements for confidentiality and security.

Comments:

Name: _____

Signed: _____

Date: _____

Your completed assessment for task two will include:

- evidence of collection of your data in accordance with your plan and organisational procedures
- a copy of any data or notes made during data collection, if required
- the completed observation checklist.

Assessment Task Three – Element 3

Introduction

Assessment task three is designed to assess your ability to record data and calculate results.

Instructions

- Record your data in an appropriate format. This may entail writing a report on the findings of your data collection. You will not be assessed on your ability to write a report - it is about reporting the findings.
- Calculate the results according to your plan and your findings.
- Your recording and calculations should follow your plan indications and organisational requirements.
- Discuss your data recording and calculations with your assessor or the person nominated by your assessor.
- Your assessor will use the Observation Checklist II to ensure your report meets the unit standard requirements.

Observation Checklist 2

To: Assessor or approved observer

Please indicate ✓ or x whether or not the learner's data recording, validation and analysis meets the requirements listed below.

Use the 'Comments' section to reference examples or to add explanations of activity or events which have arisen during discussion and are not otherwise obvious.

- Data are recorded in accordance with plan requirements. For example:
 - timeframe for recording
 - completeness
 - legibility
 - accuracy
 - sustainability
 - traceability
 - consistency
- Checks are used to verify the validity of recorded data, including
 - self checks
 - independent checks
- Data records are corrected in accordance with plan requirements.
- Documentation of anomalies found in the recording of data ensures that the anomalies are kept within the data itself.
- The results of calculations performed on raw data are verified as correct, meet plan requirements, and are recorded and communicated in accordance with the plan.

Comments:

Signed: _____

Date: _____

Your completed assessment for task three will include:

- recording the data collections findings
- calculating the results
- discussing your data, calculations and findings with your assessor
- a completed Assessor Checklist II.

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 8081.

Element	Task	Evidence required	Judgement
<p>Element 1 (PC 1.1-1.5)</p> <p>Prepare for data collection for a specified purpose.</p>	1	<p>At least one plan for the collection, validation and analysis of data related to the management of quality is provided.</p> <p>Learner arranges for the Manager Verification Form to be completed by his/her manager.</p> <p>The learner answers the task one questions relating to the planning and validation process, in writing or orally.</p>	<p>A comprehensive plan is provided for the collection, validation and recording of data and results for the management of quality. Workplace confirmation of the plan is required.</p> <p>A completed Manager's Verification Form confirms the authenticity of the plan and its suitability to the organisation and task.</p> <p>Answers to questions show an understanding of planning and validation processes.</p> <p>The nature and size of the sample match the requirements of the plan.</p> <p>Access to sources of valid data is ensured before data gathering begins.</p> <p>Data gathering resources are matched with task requirements and made available before data gathering begins.</p> <p>Any required measuring equipment is confirmed as calibrated to match the accuracy requirements of the plan.</p>
<p>Element 2 (PC 2.1 – 2.3)</p> <p>Gather data for the specified purpose.</p>	2	<p>Data is collected in accordance with plan requirements.</p>	<p>The data collection will be observed by the assessor or an observer approved by the assessor.</p> <p>Data collection meets plan requirements for adherence to</p>

Element	Task	Evidence required	Judgement
		<p>The learner provides a copy of any notes and data, if required.</p> <p>The assessor (or approved observer) documents data collection on the Observation Checklist.</p>	<p>sampling plan, timeframes, and data gathering methods and tools.</p> <p>A copy of notes or data collected is provided, if required.</p> <p>The Observation Checklist is completed by the assessor or approved observer.</p> <p>Actions are taken to ensure the validity of the data collected. These 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.</p> <p>Methods selected for the storage and/or disposal of data and physical specimens maintain any requirements for confidentiality and security.</p>
<p>Element 3 (PC 3.1 – 3.4)</p> <p>Record data and calculate results</p>	<p>3</p>	<p>Learner provides a record of data collection that includes the calculation or analysis of results.</p> <p>Learner discusses data and their calculation and results with the assessor or an approved observer.</p> <p>The assessor or observer uses the Observation Checklist II to document the discussion and data results/review.</p>	<p>Data is recorded in accordance with plan requirements.</p> <p>Recording and discussion with assessor/observer results in completion of the Observation Checklist II.</p>