UNIT CODE	**PSPREG015**
UNIT TITLE	**Receive and validate data**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to handle data received from a variety of sources which may then be acted upon or referred for further action.
	Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.
	The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
	No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Regulatory
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive information	1.1 Identify, request and/or receive required information. 1.2 Check incoming information for errors and compare with pre-existing information. 1.3 Access additional data sources and seek information to fill gaps and compare with information received. 1.4 Receipt incoming information.

2. Record information	2.1 Carry out accurate recording of information, confirming relevant details of source. 2.2 Maintain records as accurate, complete and up-to-date and present in the required format. 2.3 Comply with legislative requirements for recording and storage of information. 2.4 Adhere to procedures for storage and management of confidential and sensitive information.
3. Verify authenticity of information	3.1 Complete initial selection of information using preliminary cull to eliminate unreliable data. 3.2 Corroborate and assess information for its integrity, validity and reliability. 3.3 Carry out validation or corroboration with existing information as well as information from outside organisations and other sources. 3.4 Extract, interpret and organise useful and useable information in a form that is accessible to users. 3.5 Conduct analysis in accordance with agreed indicators.
4. Recommend or take action as a result of information received	4.1 Record and report outcomes. 4.2 Recommend or take action as a result of the outcomes. 4.3 Document decision showing reasons for proceeding or not proceeding or taking other action, after discussion with management. 4.4 Identify and inform areas or other organisations that may be affected by information received or outcomes, to optimise usefulness of information.

FOUNDATION SKILLS	
Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.	
SKILLS	**DESCRIPTION**
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPREG015 Receive and validate data
LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for PSPREG015 Receive and validate data**

PERFORMANCE EVIDENCE	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion for each of the following: ■ undertake research and critical analysis ■ use deductive reasoning and evaluation techniques related to information analysis and corroboration ■ communicate with diverse clients and staff ■ use problem solving and decision making ■ use information technology for managing records and files.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit: ■ legislation ■ organisational policy, procedures and guidelines ■ international treaties and protocols where these apply ■ indicators for analysis of data ■ profiles and trends related to activities within the organisation ■ management of secure information.

ASSESSMENT CONDITIONS	Skills must be demonstrated in either: ■ a workplace environment or ■ a simulated environment. Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment. Assessment must ensure access to: ■ legislation, regulations, policy, guidelines and standards relating to receipt and validation of data. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide