

Competence 9

The ability to implement, maintain and archive in accordance with data management procedures

This meets the requirements of IMCA S/S24/000//09/9.1 to 9.3

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Demonstrates a sound knowledge of company data management procedures	
b)	Demonstrates a working understanding of file types, storage locations and file extensions	
c)	Demonstrates a working understanding of data flow: storage, archiving, recording, labelling and logging of raw, processed and final data	
d)	Demonstrates the ability to maintain an unambiguous data processing log over a sustained period	
e)	Demonstrates the ability to maintain all hard copy data records and quality control records	
f)	Demonstrates the ability to monitor consumable levels	
g)	Demonstrates the ability to maintain processing directories	
h)	Demonstrates the ability to perform data backup and archival	
i)	Demonstrates an understanding of the role of archiving and backup in data management terms	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	