

Competence 6

The ability to archive and backup survey data

This meets the requirements of IMCA S/S21/000//08/8.2

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 full understanding of data backup and data archive processes	
b)	Demonstrates the ability to archive electronic data	
c)	Demonstrates the ability to label and store archive media to ensure their security	
d)	Demonstrates the ability to correctly prepare electronic and hardcopy data for shipment to office/other location	
e)	Demonstrates the ability to retrieve data from the archive system	
f)	Demonstrates the ability to verify the backup and archive process is working satisfactorily	

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