Grade II Data Processor

Competence 5

The ability to manage data in a supervised project environment

This meets the requirements of IMCA S/S34/000//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 an awareness of data management procedures that impact on work role	
b)	Demonstrates the ability to adhere to data management procedures while performing tasks	
c)	Demonstrates the ability to use project data storage directories	
d)	Demonstrates the ability to use project hard copy filing system	
e)	Demonstrates the ability to correctly label and store analogue data, video tapes and electronic media	
f)	Demonstrates an awareness of standard database systems and the benefits they provide	
g)	Demonstrates an awareness of geographical information systems and the benefits they provide	
h)	Demonstrates the ability to keep processing logs up to date	
i)	Demonstrates the ability to identify data gaps from progress logs	

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