

## Competence 7

**The ability to use data storage structures. To implement and monitor a data and report quality control system**

*This meets the requirements of IMCA S/S14/000//08/8.4 & 8.5*

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 the ability to customise standard directory structures to satisfy project processing requirements	
b)	Demonstrates the ability to implement a data storage procedure that provides an acceptable level of data access, data security and system performance	
c)	Demonstrates the ability to effectively implement set processing procedures in a project environment	
d)	Demonstrates the ability to monitor data processing activities against set procedures	
e)	Demonstrates the ability to quality control all processed data sets against acceptance criteria and project procedures	
f)	Demonstrates the ability to cross check all processed data sets	
g)	Demonstrates the ability to check all data sets against reported results	
h)	Demonstrates the ability to quality control completed processing quality records and log sheets	
i)	Demonstrates the ability to deploy available processing resources effectively	
j)	Demonstrates the ability to prioritise processing tasks to satisfy changes in project requirements	

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