

Competence 11

The ability to implement data management procedures and maintain the processing system

This meets the requirements of IMCA S/S14/000//10/10.1 and 10.2

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 the ability to effectively implement set data management procedures in a project environment	
b)	Demonstrates the ability to monitor data management activities against set procedures	
c)	Demonstrates the ability to customise project data management methods to suit project requirements but ensure compliance with company procedures	
d)	Demonstrates the ability to manage project electronic backup filing and archive systems	
e)	Demonstrates the ability to manage project analogue/hard copy filing and archive systems	
f)	Demonstrates the ability to establish and administer maintenance of data processing system hardware	
g)	Demonstrates the ability to establish and administer maintenance of data processing system software	
h)	Demonstrates the ability to manage data in a survey system environment	
i)	Demonstrates the ability to manage various data sets	
j)	Demonstrates the ability to recover data from archives	

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