

Competence 4

The ability to monitor the quality of processed data and compile/present reports

This meets the requirements of IMCA S/S11/000//09

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 clear understanding of reporting requirements and company procedures	
b)	Demonstrates the ability to plan survey report contents to meet project requirements	
c)	Demonstrates the ability to write a detailed and concise field survey report	
d)	Demonstrates the ability to write a detailed but concise final survey report	
e)	Demonstrates the ability to compile a full report including sections compiled by others and appendices	
f)	Demonstrates the ability to check reports against requirements, specifications and related items, e.g. charts, data listings	
g)	Demonstrates a full understanding of the data processing systems, procedures and practices in use	
h)	Demonstrates the ability to perform detailed quality control checks on processed survey data	
i)	Demonstrates the ability to perform audit checks on the data processing process to ensure compliance to procedures/specifications	
j)	Demonstrates the ability to identify and resolve problems with data processing process	

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