

		Unit ID: 756
Domain	POSTAL OPERATIONS	
Title:	Collect and process basic statistical data as part of postal operations	
Level: 2		Credits: 5

Purpose

This unit standard specifies the competency required to collect basic statistical data as part of postal operations. It includes identifying the uses of basic statistical data; and collecting, processing and representing basic statistical data. This unit standard is intended for those who work in postal service operations.

Special Notes

1. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which postal operations are carried out.
2. Regulations and legislation relevant to this unit standard include the following:
 - Namibia Post and Telecommunications Establishment Act, No. 17 of 1992
 - Labour Act, No. 11 of 2007
 - Social Security Act, No. 34 of 1994
 - Financial Intelligence Act, No. 3 of 2007
 - Occupational Health and Safety Regulations No.18, 1997 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Identify uses of basic statistical data

Range

Types of basic statistical data include but are not limited to: sales; purchases; customers; stock; mail; staff.

Users of basic statistical data include but are not limited to work teams; management; and specialist functions in the company such as accounts, marketing and human relations.

Performance Criteria

- 1.1 Types of statistical data used in workplace operations are identified in line with company procedures.
- 1.2 Users of statistical data are identified in line with company procedures.
- 1.3 Privacy and ethical guidelines related to the collection and use of statistical data are identified and applied in line with company procedures.

Element 2: Collect, process and represent basic statistical data

Range

Purpose of statistical data collection includes but is not limited to basic reporting; planning functions; administrative functions; human resources functions; training functions; and financial functions.

Forms of data representation may include but are not limited to charts, graphs, tables, averages and percentages.

Others may include but are not limited to team members and supervisors; customers and suppliers; external authorities and agencies; management and union representatives; industrial relations, Occupational Health and Safety specialists; other professional or technical staff, contractors and maintenance personnel.

Performance Criteria

- 2.1 Purpose of statistical data collection is identified in line with company procedures.
- 2.2 Sources of statistical data are identified in line with company procedures.
- 2.3 Statistical data collection methods are selected and used in line with company procedures.
- 2.4 Data is collected, collated and checked for accuracy in line with company procedures.
- 2.5 Potential inaccuracies in statistical data are identified in line with company procedures.
- 2.6 Statistical data collected is processed and represented in required format and forwarded to others for use in line with company requirements.
- 2.7 Statistical data is stored in line with company procedures.

Registration Data

Subfield:	Postal Services
Date first registered:	
Date this version registered:	
Anticipated review:	
Body responsible for review:	Namibia Training Authority