
Citrus Orchard Foreman Occupational Learning

Formative Activities Assessment Guide

A3: Data Gathering and Reporting

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Activity F1 – Workplace Data Management

While completing your practical work, answer the following questions based on the farm you are working at:

1. Who is responsible for data management at your farm?

Pertinent Information	Marks Awarded:
Personnel responsible for data management on farm	2

2. Describe, in detail, the techniques used to collect data on your farm:

Pertinent Information	Marks Awarded:
Data collection techniques used on farm, including personnel involved, collection method type (manual, digital, etc.), frequency of data collection.	5

3. Describe, in detail, the types of data collected on your farm:

Pertinent Information	Marks Awarded:
Types of data collected on farm (Environmental, production, financial, quality, etc.)	3

4. Where and in what format is data stored?

Pertinent Information	Marks Awarded:
Data storage location and format (e.g. A database on an on-farm server)	3

5. Who performs data entry?

Pertinent Information	Marks Awarded:
Personnel responsible for data entry on farm	2

6. Who performs data analysis?

Pertinent Information	Marks Awarded:
Personnel responsible for data analysis on farm	2

7. Who creates reports using the data?

Pertinent Information	Marks Awarded:
All personnel who use data for report creation (e.g. Managers, supervisors, foremen, workers, etc.)	4

8. What form are these reports presented in?

Pertinent Information	Marks Awarded:
Report format (graphs, written reports, etc.)	3

9. Do you think this is a suitable method of presenting the data?

Pertinent Information	Marks Awarded:
Yes/no to suitability of format	1
Explanation of suitability judgement (e.g. Written reports are not effective for conveying data trends)	3