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Workforce data quality

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- Australian Industry Group
- Australian Organisation for Quality
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- University Centre for Rural Health

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Preface

This Standard was prepared by the Standards Australia Committee MB-009, Human Resources and Employment.

The objective of this document is to specify a basis for organisational improvement in the quality of workforce data available for analysis and, decision-making. It applies equally to organizations in both the private and public sector.

This document applies to all types of business large and small, not-for-profit and commercial operations. It is applicable across all industry sectors.

This document provides validity and consistency to comparative data whether it be by industry, function, region or size specific segmentation.

Australian Standards are voluntary. They do not include contractual, legal or statutory requirements. Voluntary standards do not replace laws, which take precedence.

The term “informative” is used in Standards to define the application of the appendix to which it applies. An “informative” appendix is only for information and guidance.

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Workforce data quality

Section 1 Scope and general

1.1 Scope

This document specifies a basis for organisational improvement in the quality of workforce data available for analysis and, decision-making.

Workforce data quality, for the purpose of this document, is the process of —

- (a) workforce data determination;
- (b) data capture;
- (c) data maintenance; and
- (d) data review processes.

This document does not cover the analysis of data and reporting structure or the definition of any metric other than quality of human resources (HR) data.

1.2 Normative references

There are no normative references in this document.

NOTE Documents referenced for informative purposes are listed in the Bibliography.

1.3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

1.3.1

accuracy

the degree to which data reflects the parameters being measured including consideration for the purpose and use of data

1.3.2

completeness

relevant data recorded at level of granularity required

1.3.3

consistency

capture of data over length of time in the same format, coding and naming conventions and used in the same way

1.3.4

data

re-interpretable representation of information in a formalized manner suitable for communication, interpretation, or processing

[SOURCE: ISO 10303-1:1994, 3.2.15]

1.3.5

data set

logically meaningful grouping of data

Note 1 to entry: An example of a data set is electronic data interchange (EDI).