
Citrus Orchard Foreman Occupational Learning

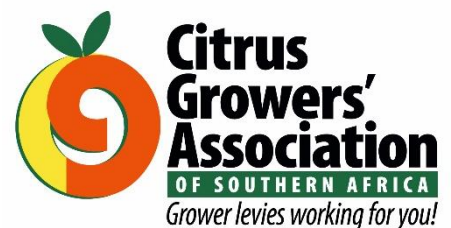
Formative Activities Workbook

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?

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

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

4. Where and in what format is data stored?

5. Who performs data entry?

6. Who performs data analysis?

7. Who creates reports using the data?

8. What form are these reports presented in?

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