

## ASTO04

# Analyse and evaluate research data and provide information



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### Overview

The Standards that are part of this Unit

1. O04.1 Analyse and evaluate research data
2. O04.2 Provide information and advice

This is one of two compulsory optional units for all disciplines. Candidates have a choice of either O04 or O05.

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### Performance criteria

#### Analyse and evaluate research data

*You must be able to:*

- P1 **obtaining information** using appropriate methods and techniques which is sufficiently detailed for the **purpose** for which it is to be used
- P2 recording and storing gathered **information** according to organisational systems and procedures
- P3 selecting relevant, valid and reliable **information for analysis**
- P4 applying **analysis and evaluation techniques** which are appropriate to the purpose of the research
- P5 collating, recording and analysing the **information** to produce accurate results and conclusions
- P6 checking the accuracy of the **analysis** using appropriate **techniques** and making adjustments where necessary

#### Provide information and advice

*You must be able to:*

- P7 **providing information** and advice which is complete, summarised accurately and clearly relevant to the intended **purpose**
- P8 **providing information** and advice using a style of communication which is appropriate to the ability, knowledge and understanding of the **people receiving information and advice**
- P9 giving advice which is consistent with the organisations policy and procedures and resource constraints
- P10 **seeking feedback** from recipients about information and advice you provide, and use this feedback to improve ways in which you give **information** and advice

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### Knowledge and understanding

*You need to know and understand:*

#### Analyse and evaluate research data

- K1 how do you **obtain information** using appropriate **methods and techniques** which is sufficiently detailed for the **purpose** for which it is to be use? (application) (a) [1,2,3]
- K2 how do you record and store **information** according to organisational systems and procedures? (application) (b) [1]
- K3 how do you select relevant, valid and reliable **information** for analysis? (application) (c) [1]
- K4 how do you collate and record the **information** to produce accurate results and conclusions? (application) (e) [1]
- K5 how do you check the accuracy of the **analysis** using appropriate techniques and make adjustments where necessary? (application) (f) [2,4]
- K6 how and why do you analyse the **information** to produce accurate results and conclusions? (analysis) (e) [1,4]
- K7 how and why do you apply **analysis and evaluation techniques** appropriate to the **purpose** of the research? (evaluation) (d) [3,4]

#### Provide information and advice

*You need to know and understand:*

- K8 how you **provide information** which is complete, summarised accurately and clearly relevant to the intended **purpose**? (application) (a) [1,2]
- K9 how and why do you **provide information** and advice using a style of communication which is appropriate to the ability, knowledge and understanding of the **people receiving information and advice**? (synthesis) (b) [1,3]
- K10 how do you give advice which is consistent with the organisation's policy and procedures and resource constraints? (application) (c) [3]
- K11 how do you **seek feedback** from recipients about **information** and advice you provide? (application) (d) [1,4]
- K12 how do you use feedback to improve ways in which you give **information** and advice? (d) [1,4]

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### Additional Information

#### Scope/range related to performance criteria

#### Analyse and evaluate research data

1. **Obtaining information:**
  - 1.1. using discussion
  - 1.2. using questioning
  - 1.3. using research
2. **Methods and techniques:**
  - 2.1. desk research
  - 2.2. field research
3. **Purpose:**
  - 3.1. showing information
  - 3.2. increasing understanding
  - 3.3. informing decisions
4. **Analysis and evaluation techniques:**
  - 4.1. qualitative
  - 4.2. quantitative

#### Provide information and advice

5. **Providing information:**
  - 5.1. orally
  - 5.2. in writing
  - 5.3. graphically
  - 5.4. electronically
6. **Purpose:**
  - 6.1. showing information
  - 6.2. increasing understanding
  - 6.3. informing decisions
7. **People receiving information and advice:**
  - 7.1. senior and junior colleagues
  - 7.2. customers or clients
  - 7.3. people outside your organisation
8. **Seeking feedback:**
  - 8.1. using discussion
  - 8.2. using questioning
  - 8.3. using research

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**Developed by** Asset Skills

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**Version number** 1

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**Date approved** July 2007

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**Indicative review date** July 2009

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**Validity** Current

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** O04

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**Relevant occupations** Professional Occupations; Construction, planning and the built environment; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Surveying, Property Maintenance and Valuation

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**Key words** analyse; surveying; property maintenance;