

## ASTPAR6.1.3

# Provide management information reports regarding parking provision



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### Overview

This standard is about providing management information reports regarding parking provision to a range of recipients. It includes establishing the range of information required, understanding the potential recipients for the reports, and presenting the information in a way that maximises its effectiveness to suit the needs and abilities of the recipients.

There is one element:

- 1 Provide management information reports regarding parking provision

### Target group

This standard is recommended for those whose responsibilities include providing management information reports regarding parking provision.

This standard has been developed by the British Parking Association.

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#### Performance criteria

- You must be able to:*
- P1 identify for whom the management information regarding parking provision is needed and their requirements for the information
  - P2 identify the objectives for the management information, ensuring all relevant information is available and included
  - P3 establish and agree management information required, and the format and schedule for its provision
  - P4 identify appropriate and relevant sources of the management information needed, and access these where required, in line with your organisation's requirements
  - P5 collate, analyse, and interpret the relevant information for inclusion in management information, ensuring that this fulfils the agreed requirements
  - P6 use presentation techniques to ensure that the information is provided on time and in a format which is clear, concise and promotes understanding
  - P7 ensure that the information provided is current, accurate and complete
  - P8 use appropriate wording to promote understanding, keeping the use of jargon, technical terms and abbreviations to a minimum and ensure that these are explained clearly, where relevant
  - P9 confirm that the target recipients have received and understood the information provided
  - P10 maintain confidentiality, where relevant, in line with your organisation's procedures
  - P11 maintain accurate and up to date records, in line with your organisation's requirements
  - P12 evaluate the effectiveness and value of the management information report provided, using this to influence future management information reports which you provide
  - P13 work within your own levels of responsibility and authority, and refer to relevant others where appropriate

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#### Knowledge and understanding

*You need to know and understand:*

#### Legislative, regulatory and organisational requirements

- K1 legal, regulatory and organisational requirements relating to the provision of management information reports regarding parking provision, and their impact for your area of operations
- K2 legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
- K3 the role of your organisation and its services relating to providing management information reports regarding parking provision
- K4 the limits of your authority and responsibility, and the actions to take if these are exceeded

#### Requirements relating to the provision of management information reports regarding parking provision

*You need to know and understand:*

- K5 what constitutes management information within your organisation's area of operations
- K6 how to identify and to agree the information required, and the preferred format for its provision
- K7 the range and type of management information required in the format of reports
- K8 the potential recipients for the management information reports
- K9 where to source information that might be required, and how to collate it
- K10 how the management information reports you provide might be used by the recipients
- K11 different analysis and interpretation techniques that might be used when developing management information reports
- K12 a range of written presentation techniques, including the use of graphs, charts and tables, that might enhance the effectiveness of the management information
- K13 the importance of structuring the information clearly and logically, and methods for doing this
- K14 the importance of explaining any jargon, technical terms and abbreviations
- K15 the importance of maintaining accurate and up to date records in relation to providing information and support regarding parking provision, and your organisation's procedures for doing this, and associated requirements for maintaining confidentiality
- K16 the importance of confirming that the intended recipients have received and understood the information provided, and how to do this
- K17 evaluation methods for measuring the effectiveness of the information and support provided, and how to use this information to influence the content and format of future management information

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