

# ASTSPM3004

Analyse and evaluate research data and provide information within a surveying



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## Overview

### The Standards that are part of this Unit

SPM3/O04.1 Analyse and evaluate research data

SPM3/O04.2 Provide information and advice

This unit is about the different types of research methods, seeking feedback, and different methods for analysing information.

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### Performance criteria

*You must be able to:*

#### Analyse and evaluate research data

- 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 using 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 used? (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 do 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 way in which you give **information** and advice? (synthesis) (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

## ASTSPM3O04

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**Originating organisation** Asset Skills

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

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**Suite** Surveying, Property Maintenance 2010

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