
Overview

This standard is about analysing and reporting on data.. It includes selecting and organising relevant, valid and reliable data for analysis and using appropriate analysis techniques to produce accurate, unbiased results and conclusions. It is for administrators who analyse and report on data as part of their role.

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Analyse and report data

Performance criteria

- You must be able to:*
- P1 agree the aims and objectives of the research and the deadline for the analysis
 - P2 select relevant, valid and reliable data for analysis
 - P3 organise data for analysis
 - P4 apply analysis and evaluation techniques appropriate to the purpose of the research
 - P5 produce accurate, unbiased results and conclusions
 - P6 check the accuracy of the analysis using appropriate techniques and make adjustments where necessary
 - P7 get feedback on what you have found, if necessary
 - P8 present data on time and in the agreed format

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Knowledge and understanding

You need to know and understand:

- K1 the differences between primary and secondary research methods
- K2 the differences between quantitative and qualitative research methods
- K3 relevant data sources and search methods
- K4 how to evaluate the relevance and reliability of the sources of data
- K5 what constitutes relevant, valid and reliable data
- K6 how to organise data for analysis
- K7 analysis and evaluation techniques which produce accurate and unbiased results
- K8 the different formats that may be required when reporting data

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Additional Information

Skills

1. analysing
2. communicating
3. decision making
4. organising
5. planning
6. presenting information
7. researching
8. using technology
9. problem solving

Links to other NOS

Document Production; IT; Health, Safety and Security of People, Premises and Property; Manage Information

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