

## Organise and report data in a food and drink business

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### Overview

This standard is about the skills and knowledge of organising and reporting data in a food and drink business. It includes checking the accuracy of data, making appropriate adjustments and getting feedback on the data where necessary. You will need the skills and knowledge to organise data, write a report and you will also need to know and understand the tools and techniques used to present a report and how to use them effectively. This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in organising and reporting data.

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### Performance criteria

#### You must be able to:

1. plan the reporting of data in accordance with organisational requirements
    2. collate and organise data in a way that will help analysis
    3. check the accuracy of data and make adjustments, if required
    4. present data that has been found from research in the agreed format and timescale
  5. write a report in the most appropriate style for the target audience
- in accordance with organisational requirements
6. get feedback from relevant people and amend the content on the report if necessary

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## Knowledge and understanding

### You need to know and understand:

1. the different ways of organising data that has been found from  
research
  2. the different ways of presenting data for analysis
  3. the purpose of presenting data to the agreed format and within  
the  
agreed timescales
  4. the purpose of getting feedback on data that has been found  
from  
research
  5. the purpose and function of a report
  6. the importance of understanding the purpose and function of a  
report
  7. the importance of pitching the report at the target audience  
and  
how to do this
  8. how to plan a report and why it is important to do this
  9. the importance of establishing the expected content of the  
report  
including specific data and/or information or if a summary is  
sufficient
  10. why it is important to ensure the content of the report is  
accurate,  
comprehensive and relevant and how to do this
  11. why it is important to establish the expected format of the  
report  
including delivery format and length

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- 12. the different styles of writing that can be used in a report and the most appropriate use of them
- 13. the importance of reports in ensuring compliance and organisational effectiveness in a food and drink business

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