# EUSNCO315 (SQA Unit Code - F30C 04)
Analyse information to support decision making

## Overview

This unit is designed for the candidate to demonstrate competence in analysing data related to organising, planning or supervising operational activities on the distribution network. Information from the network may include monitoring existing system status; information about proposed works and potential effectiveness and cost-benefits; information about existing, new and innovative techniques, fittings and materials and how they can be used on the network without disrupting supply or compromising water quality.

This unit will apply to Network Construction Operations at Level 3 and is intended for Construction Supervisors.

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## Performance criteria

*You must be able to:*

P1 identify objectives for your analysis which are clear and consistent with the decisions which need to be made

P2 select relevant information which is accurate, relevant to the objectives, and sufficient to arrive at reliable decisions

P3 use methods of analysis which are suitable to achieve the objectives

P4 analysis of the relevant information correctly identifies relevant patterns and trends

P5 support conclusions with reasoned argument and appropriate evidence

P6 in presenting the results of analysis differentiate clearly between fact and opinion

P7 records of the analysis are sufficient to show the assumptions and decisions made at each stage

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## Knowledge and understanding

*You need to know and understand:*

K1 different approaches to, and methods of, analysing information and how to select methods appropriate to decisions which you have to make

K2 types of information, both qualitative and quantitative, which you need to be able to analyse

K3 how to select information relevant to the decisions you need to make and ensure such information is accurate and relevant

K4 the importance of the effective analysis of information: your role and responsibility in relation to this

K5 how to analyse information to identify patterns and trends

K6 how to draw conclusions on the basis of analysing information

K7 how to develop and present a reasoned case based on the outcomes of an analysis

K8 the differences between fact and opinion, how to identify these and present them accordingly

K9 the importance of record-keeping to the analysis of information and how such records should be kept and used

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## Additional Information

**Scope/range related to performance criteria**

1. analysis: examination of elements and structure, dissemination into constituent parts, conclusions and recommendations
2. relevant information: sources of information, statutory and non statutory reports, company documentation, job instructions, client documentation (internal or external)

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