



Unit title	Analyse and Report Data
SQA code	H8WP 04
SCQF level	6
SCQF credit points	6
SSC ref	

History of changes

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Version number	Date	Description	Authorised by

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Title	Analyse and Report Data	
Learning Outcomes		Assessment Criteria
The learner will:		The learner can:
1 Understand how to organise and evaluate data that has been researched.	1.1 Describe purpose and benefits of organising data so that it can be analysed. 1.2 Explain how to evaluate the relevance, validity and reliability of data. 1.3 Explain how to analyse and prepare researched data so results will be accurate and free from bias. 1.4 Explain the differences between primary and secondary research methods. 1.5 Explain the differences between quantitative and qualitative research methods. 1.6 Describe how to search for relevant data sources.	
2 Understand how to report data that has been researched.	2.1 Describe ways of reporting data so that it a) meets agreed aims and objectives b) is accurate and free from bias	
3 Be able to analyse and evaluate data.	3.1 Organise data so that it can be analysed and reported. 3.2 Select relevant, valid and reliable data to analyse. 3.3 Apply analysis and evaluation techniques, as required. 3.4 Review data to produce accurate, unbiased results and conclusions. 3.5 Check the accuracy of the analysis, and make adjustments, if required. 3.6 Obtain feedback on data analysis, if required.	
4 Be able to report data.	4.1 Present data in agreed format. 4.2 Present data to agreed timescale.	

Additional information about the Unit
Unit purpose and aim(s)
This Unit is about analysing and reporting data that meets the aims and objectives of the research.
Details of the relationship between the Unit and relevant national occupational standards or other professional standards or curricula (if appropriate)
This Unit of Assessment relates to the CfA BAD322 Analyse and Report Data (approved as National Occupational Standard).
Assessment requirements specified by a sector or regulatory body (if appropriate)
The Council for Administration (CfA) Assessment Strategy sets out the overarching assessment requirements.
Assessment requirements specified by a sector or regulatory body (if appropriate)

Assessment (evidence) Requirements

This Unit is intended to be assessed using evidence from the workplace, ie observable performance, physical products of work (such as reports, plans, correspondence etc), witness testimony etc. Such evidence, together with information gained from discussion with and questioning by the assessor, should enable learners to show that they have met all the stated Outcomes and Assessment Criteria.

Simulation is only allowed in exceptional circumstances and centres must seek prior approval from SQA before using simulation for assessment purposes.

The Council for Administration (CfA) Assessment Strategy sets out the overarching assessment requirements.

Guidance on Instruments of Assessment

Occupational Skills and Knowledge (OS/K) Unit

This Unit is designed to assess the skills and knowledge of learners in the workplace. Observation of learner performance can only be carried out on-the-job and should be the preferred source of evidence of competent performance. In addition to performance, questioning may be used to:

- ◆ confirm knowledge and understanding where it is not apparent from performance
- ◆ address gaps in knowledge and understanding in performance

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the learners on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

- ◆ witness testimony
- ◆ questioning,
- ◆ professional discussion,
- ◆ product and photographic evidence,
- ◆ relevant active documentation, reports, presentations and
- ◆ other valid evidence which relates directly to learner performance on-the job

SQA's Guide to Assessment provides further information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website www.sqa.org.uk.