

310 Research, analyse and report information

Summary

Research, analyse and report information.

You will apply the following skills:

- Planning
- Researching
- Analysing
- Organising
- Decision-making
- Reading
- Writing
- Using number
- Problem solving
- Communicating
- Using technology
- Presenting information

Performance Indicators

You will:

Research information

1. Agree aims and objectives and deadlines for the information search
2. Identify relevant sources of information
3. Search for and obtain information to meet deadlines
4. Record the information
5. Maintain a record of sources used

Analyse and report information

6. Organise the information in a way that will help you analyse it
7. Examine, interpret and extract the information required
8. If necessary, get feedback on what you have found
9. Present information in the most appropriate format, accurately and on time

Knowledge

You will know:

1. Why it is important to research information efficiently and accurately
2. The types of information you are required to obtain and analyse
3. Why it is important to agree aims, objectives and deadlines
4. Relevant information sources and search methods
5. Why you should maintain a record of sources you have used and how to do so
6. How to organise information in a way that will help you analyse it
7. The different formats that may be required when reporting information