CFABAD322 SQA Unit Code FE0H 04
Analyse and report data

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.
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
**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
CFABAD322 SQA Unit Code FE0H 04
Analyse and report data

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
**CFABAD322 SQA Unit Code FE0H 04**

**Analyse and report data**

<table>
<thead>
<tr>
<th>Developed by</th>
<th>Skills CFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version number</td>
<td>2</td>
</tr>
<tr>
<td>Date approved</td>
<td>January 2013</td>
</tr>
<tr>
<td>Indicative review date</td>
<td>December 2016</td>
</tr>
<tr>
<td>Validity</td>
<td>Current</td>
</tr>
<tr>
<td>Status</td>
<td>Original</td>
</tr>
<tr>
<td>Originating organisation</td>
<td>Skills CFA</td>
</tr>
<tr>
<td>Original URN</td>
<td>CFABAD322</td>
</tr>
<tr>
<td>Relevant occupations</td>
<td>Business, Administration and Law; Administration; Administration and Secretarial Occupations</td>
</tr>
<tr>
<td>Suite</td>
<td>Business and Administration (2013)</td>
</tr>
<tr>
<td>Key words</td>
<td>Business; administration; information; data; analyse</td>
</tr>
</tbody>
</table>