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.

Performance criteria

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

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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

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

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