

S216: Organise and report data

Overview: Collate, organise and report data in agreed format and timescale.

Links: Document Production; IT; Health, Safety and Security of People, Premises and Property; Manage Information and Data

Specific skills:

- Communicating
- Planning
- Checking
- Presenting information
- Decision-making
- Problem-solving
- Organising
- Using technology

Performance Indicators

1. Collate and organise data in a way that will help analysis
2. Check the accuracy of data and make adjustments, if required
3. Present data that has been found from research in the agreed format and timescale
4. Get feedback on the data that has been found from research, if necessary

Knowledge & Understanding

- A. The different ways of organising data that has been found from research
- B. The different ways of presenting data for analysis
- C. The purpose of presenting data to the agreed format and timescale
- D. The purpose of getting feedback on data that has been found from research