



<b>Unit title</b>	Analyse and Report Data
<b>SQA code</b>	H677 04
<b>SCQF level</b>	6
<b>SCQF credit points</b>	5
<b>SSC ref</b>	Unit 37

## History of changes

**Publication date:** January 2014

**Version:** 01

<b>Version number</b>	<b>Date</b>	<b>Description</b>	<b>Authorised by</b>

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<b>Title</b>		Analyse and Report Data	
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>	
<b>The candidate will:</b>		<b>The candidate can:</b>	
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.

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
<p>This Unit is about analysing and reporting data that meets the aims and objectives of the research.</p> <p>By completing this Unit, the candidate will develop the understanding and skills to analyse, evaluate and report on research data.</p>
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
<p>This Unit of Assessment relates to the CfA BAD322 Analyse and Report Data (approved as National Occupational Standard).</p>
<b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>
<p>N/A</p>
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
<p>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 candidates to show that they have met all the stated outcomes and Assessment Criteria.</p> <p>Simulation is only allowed in exceptional circumstances and centres must seek prior approval from SQA before using simulation for assessment purposes.</p> <p>The Council for Administration (CfA) Assessment Strategy sets out the overarching assessment requirements.</p>

## Assessment (evidence) Requirements

Evidence must be authentic, current, sufficient for purpose and valid — and should come from real work produced in the workplace. Where the assessment is regarding a candidate's knowledge and understanding it should be related to the candidate's workplace or working situation. Real work is defined as the provision of a product or service which, if not carried out by the candidate, would require someone else to do it.

It will be the assessor's responsibility to agree the best method of assessing a candidate in relation to their individual circumstances. The agreed methods must be:

- ◆ valid
- ◆ reliable
- ◆ safe and manageable
- ◆ suitable to the needs of the candidate

**Simulation is not acceptable as a form of evidence for this Unit.**

## Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of candidates in the workplace.

### Acceptable Types of Evidence

A range of different types of evidence is desirable to demonstrate achievement of this Unit. Assessors may consider a number of methods of gathering evidence. These could include:

- ◆ **Observation:** this should form a substantial part of the evidence.
- ◆ **Product evidence:** as would be contained within a portfolio or signposted to its location within in the workplace.
- ◆ **Professional Discussion:** an in-depth discussion recorded electronically or in writing. Assessors must be able to authenticate what candidates have discussed. This may be through confirmation from a third party or sight of the documentation discussed.
- ◆ **Witness Testimony:** in writing or verbally to the assessor. This could include existing in-house records such as internal audit records, call monitoring, observation and file review checklists. The name of the witness and their relationship to the candidate should be clearly documented.
- ◆ **Questioning:** using open questions to elicit detailed and articulate replies. Assessor records should include sufficient detail to justify assessment decisions.
- ◆ **Recognition of Prior Learning:** this should be acknowledged where appropriate. In all instances where recognition of prior learning is used as a form of evidence, assessors must ensure the candidate's knowledge or competence remains current and that all Assessment Criteria have been met through valid assessment tools.

### **Guidance on Instruments of Assessment (cont)**

Assessors should discuss decisions to be made with candidates at an early stage as to the suitability of particular forms of evidence (eg candidate statements, photographic evidence, video recordings).

Holistic assessment is encouraged and one piece of evidence can be used to meet the requirements of more than one Learning Outcome, Assessment Criterion, or Unit.

SQA's Guide to Assessment 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:

**[http://www.sqa.org.uk/files\\_ccc/GuideToAssessment.pdf](http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf)**