

CFABAD321 - SQA Code HC8W 04

Collate and organise data



Overview

This standard is about collating and organising data in an agreed format and timescale. It includes checking the accuracy of data, making appropriate adjustments and getting feedback on the data where necessary. It is for administrators who collate and organise data as part of their role.

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Performance criteria

- You must be able to:*
- P1 collate and organise data in a way that will help analysis
 - P2 check the accuracy of data and make adjustments, if required
 - P3 present data that has been found from research in the agreed format and timescale
 - P4 get feedback on the data that has been found from research, if necessary

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Knowledge and understanding

You need to know and understand:

- K1 the different ways of organising data that has been found from research
- K2 the different ways of presenting data for analysis
- K3 the purpose of presenting data to the agreed format and within the agreed timescales
- K4 the purpose of getting feedback on data that has been found from research

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Additional Information

Skills

1. communicating
2. checking
3. decision making
4. organising
5. planning
6. presenting information
7. using technology
8. problem-solving

Links to other NOS

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

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	