

## S317: Analyse and report data

**Overview:** Select, organise, analyse and report data.

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

**Specific skills:**

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

### Performance Indicators

1. Select relevant, valid and reliable data for analysis
2. Organise data for analysis
3. Apply analysis and evaluation techniques appropriate to the purpose of the research
4. Produce accurate, unbiased results and conclusions
5. Check the accuracy of the analysis using appropriate techniques and make adjustments where necessary
6. Get feedback on what you have found, if necessary
7. Present data on time and in the agreed format

### Knowledge & Understanding

- A. The purpose and value of agreeing aims, objectives and deadlines
- B. The differences between primary and secondary research methods
- C. The differences between quantitative and qualitative research methods
- D. Relevant data sources and search methods
- E. How to evaluate the relevance and reliability of the sources of data
- F. What constitutes relevant, valid and reliable data
- G. How to organise data for analysis
- H. Analysis and evaluation techniques which produce accurate and unbiased results
- I. The different formats that may be required when reporting data