

Unit Title: **Analyse and Report Data**



Unit Credit Value:	6
Unit Level:	Three
Unit Guided Learning Hours:	30
Ofqual Unit Reference Number:	Y/601/2538
Unit Review Date:	31/01/2017
Unit Sector:	15.2 Administration

Unit Summary

This unit is about analysing and reporting data that meets the aims and objectives of the research.

Unit Information

It is expected that before the unit is delivered, the tutor will have read the Qualification Specification to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled. Additional guidance is available below as Assessment Guidance for Learning Outcomes and Assessment Criteria in **bold**.

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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

Assessment Guidance

Learning Outcome 1

1.1-1.6: Evidence may be supplied via learner reports/reflective accounts, professional discussion and questioning.

Learning Outcome 2

2.1: Evidence may be supplied via learner reports/reflective accounts, professional discussion and questioning.

Learning Outcome 3

3.1-3.5: Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role.

3.6: Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources:

- feedback obtained.

Learning Outcome 4

4.1-4.2: Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources:

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- letters
- emails
- memos
- data reported.

Delivery Requirements

Appropriate physical resources will be required in order to deliver and assess this unit.

Evidence Requirements

Evidence of practical ability must be demonstrated.