SFJCPS8.14
Analyse and report data

Overview   Select, organise, analyse and report data.

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Performance criteria

You must be able to:

P1   select relevant, valid and reliable data for analysis

P2   organise data for analysis

P3   apply analysis and evaluation techniques appropriate to the purpose of the research

P4   produce accurate, unbiased results and conclusions

P5   check the accuracy of the analysis using appropriate techniques and make adjustments where necessary

P6   get feedback on what you have found, if necessary

P7   present data on time and in the agreed format

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Knowledge and understanding

You need to know and understand:

K1   the purpose and value of agreeing aims, objectives and deadlines

K2   the differences between primary and secondary research methods

K3   the differences between quantitative and qualitative research methods

K4   relevant data sources and search methods

K5   how to evaluate the relevance and reliability of the sources of data

K6   what constitutes relevant, valid and reliable data

K7   how to organise data for analysis

K8   analysis and evaluation techniques which produce accurate and unbiased results

K9   the different formats that may be required when reporting data

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Skills

    1   Analysing
2   Communicating
3   Decision making
4   Organising
5   Planning
6   Presenting information
7   Problem-solving
8   Researching
9   Using technology

External Links

Document Production
IT
Health, Safety and Security of People
Premises and Property
Manage Information Specific skills

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