

SFJ LG3

Assure the quality of data and information



Overview

This standard is about assuring the quality of data and information. You will need to be able to assure the quality of data and information in accordance with legal and organisational requirements. Quality is a defined component of ethics.

A piece of work can include internal or external projects of all sizes and subjects that require data and information.

You will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

- P1 collect and store data and information in line with organisational requirements including quality assurance of what is stored
- P2 use data and information within the limitations of the data collection and how it was intended to be used
- P3 enter data and information onto systems in line with legal and organisational requirements
- P4 communicate and share data and information in line with legal and organisational requirements
- P5 maintain the accuracy and timeliness of data and information in line with legal and organisational requirements
- P6 maintain the security of data and information in line with legal and organisational requirements
- P7 support others to assure the quality of data and information in their projects

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Knowledge and understanding

You need to know and understand:

- K1 the relevant legislation, policies, procedures, codes of practice and guidelines in relation to assuring the quality of data and information
- K2 the local and national procedures for collecting, entering, communicating and sharing data and information
- K3 the consequences of not adhering to processes for assuring the quality of data and information
- K4 how to maintain the security of data and information
- K5 the relationship between the quality of data and information, and the piece of work

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