

## SFJNOS3

# Gather and report data and information to inform the development and review of National Occupational Standards (NOS)



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### Overview

This standard is about the work which is required to scope an occupational area or produce an occupational map, to inform subsequent NOS development and/or review. It covers gathering and reporting data and information to inform the development and review of National Occupational Standards (NOS). The data and information required is likely to include:

- 1 the size and profile of its sector/occupation, sub sectors and geographical location of organisations and workers;
- 2 the link between the sector/occupation and other sectors/occupations;
- 3 key trends, developments and drivers within the sector/occupation;
- 4 the types of occupations within the sector and anticipated changes in employment patterns;
- 5 opportunities for progression and typical career routes;
- 6 learning opportunities and qualifications within the sector/occupation

This kind of data and information can give a valuable insight into NOS development and review work.

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#### Performance criteria

*You must be able to:*

- P1 identify and agree the scope and content of the data and information to report in collaboration with relevant employers and other stakeholders
- P2 ensure that you work with a representative sample of employers and stakeholders in each of the four nations
- P3 identify and obtain current data and information to inform decision making
- P4 identify any gaps in current data and information and use suitable approaches to address such gaps
- P5 ensure that you gather data and information from reliable and valid sources
- P6 review the quality of the data and information you have obtained in collaboration with employers and other stakeholders
- P7 manage conflicting opinions and issues effectively and find workable solutions to such issues
- P8 acknowledge any inaccuracies and/or weaknesses in the data and information that cannot easily be addressed within the resources and timescale available
- P9 report and communicate the results of your findings clearly, accurately and within the required timescales
- P10 respond to any requests for clarification or additional information in a supportive manner
- P11 make any justifiable revisions to your findings and recommendations based on feedback from employers and other stakeholders

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the current nationally agreed criteria and guidance for developing and reviewing NOS
- K2 your organisation's requirements for the development and review of NOS
- K3 the relationship of your organisation with other standards setting organisations and any areas of occupational overlap
- K4 ways of working with employers and other key stakeholders to gather and report data and information
- K5 what constitutes a representative sample of employers and other stakeholders relevant to the occupational area
- K6 the types of data and information to use in an occupational analysis
- K7 the importance of considering the currency and validity of data and information
- K8 where to source data and information relevant to an occupational analysis, in addition to labour market information
- K9 how to identify gaps in data and information, and the approaches that can be used to address such gaps
- K10 methods for reviewing the quality of data and information
- K11 the caveats and limitations that you may need to acknowledge in connection with data and information, and your analysis
- K12 how to present and report your findings clearly and accurately to support decision making
- K13 the timescales within which the analysis and reporting must take place
- K14 the vested interests and separate agendas which may seek to influence your findings
- K15 who your findings should be communicated and reported to

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**Relevant occupations** Officers in non-governmental organisations

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**Suite** NOS for the Development, Implementation and Review of NOS

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**Key words** Gather, report, data, information, development, review, National Occupational Standards (NOS)