

SFJPA2.1

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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Additional Information

Skills

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

External Links

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

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Developed by	Skills for Justice
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Validity	Current
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Status	Tailored
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Originating organisation	CfA
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Relevant occupations	Public Services; Public Service Professionals; Government and Related Organisations
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Suite	NOS for Operational Delivery Processing roles
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Key words	Operational Delivery, Processing, Select, organise, analyse and report data.
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