

UAN:	Y/601/2538
Level:	3
Credit value:	6
GLH:	30
Relationship to NOS	This unit directly relates to the Business and Administration NOS BAD322.
Endorsement by a sector or regulatory body:	This unit has been developed by the Council for Administration.
Aim:	This unit is about analysing and reporting data that meets the aims and objectives of the research.

Learning outcome
The learner will: 1. Understand how to organise and evaluate data that has been researched
Assessment criteria
The learner can: 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

Learning outcome
The learner will: 2. Understand how to report data that has been researched
Assessment criteria
The learner can: 2.1 describe ways of reporting data so that it a. meets agreed aims and objectives b. is accurate and free from bias

Learning outcome
The learner will: 3. Be able to analyse and evaluate data
Assessment criteria
The learner can: 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

Learning outcome
The learner will: 4. Be able to report data
Assessment criteria
The learner can: 4.1 present data in agreed format 4.2 present data to agreed timescale

Unit 335 Analyse and report data

Supporting information

Evidence requirements

Learning Outcomes	Assessment Criteria	Assessment guidance
1.	1.1 – 1.6	Evidence may be supplied via candidate reports/reflective accounts, professional discussion and questioning
2.	2.1	
3.	3.1 – 3.5	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, candidate 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, candidate reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources: <ul style="list-style-type: none"> • feedback obtained
4.	4.1 – 4.2	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, candidate reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources: <ul style="list-style-type: none"> • letters • emails • memos • data reported