OCR
Oxford Cambridge and RSA

Unit Title:	**Collate and report data**
OCR unit number:	9
Level:	2
Credit value:	3
Guided learning hours:	19
Unit reference number:	L/506/1810

Unit aim and purpose

This unit aims to develop the knowledge and skills required to collate and report data. Upon completion of this unit, learners will be able to collate and report data.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to collate and report data	**The Learner can:** 1.1 Describe the different ways that **data** can be organised 1.2 Explain why data should be presented and reported in different ways 1.3 Explain the use of text and diagrams in helping readers to understand the presented data 1.4 Explain the requirements relating to confidentiality, data protection, intellectual property and copyright legislations	**Data** may include: • Numerical • Text • Images
2 Be able to collate data	2.1 Ensure that data collected is complete, accurate and up-to-date 2.2 Check the data against agreed criteria 2.3 Organise data in a way that will enable meaningful analysis 2.4 Meet agreed timescales in the collation of data	
3 Be able to report data	3.1 Present data in the agreed reporting format and **house style** 3.2 Report data within agreed timescale 3.3 Distribute data reports to authorised readers	**House style** is defined as the layout of documents specific to the organisation

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Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	**Unit number**	**Title**
Business & Administration (2013) National Occupational Standards:	CFABAD321	• Collate and organise data

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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