OCR
Oxford Cambridge and RSA

Unit Title:	**Analyse and report data**
OCR unit number	318
Sector unit number	Y/601/2538
Level:	3
Credit value:	6
Guided learning hours:	30

Unit purpose and aim

This unit is about analysing and reporting data that meets the aims and objectives of the research.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	Learning outcomes 1 and 2 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.
1. Understand how to organise and evaluate data that has been researched	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	
2. Understand how to report data that has been researched	2.1 Describe ways of reporting data so that it a) meets agreed aims and objectives b) is accurate and free from bias	

3. Be able to analyse and evaluate data	3.1 Organise data so that it can be analysed and reported	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to analyse and report data
	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	
4. Be able to report data	4.1 Present data in agreed format	
	4.2 Present data to agreed timescale	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Examples of source data which had been organised to aid analysis

- Records of how the data was deemed relevant, valid and reliable

- Records of analysis and evaluation techniques used

- Records of how the analysis was checked for accuracy

- Completed tasks, produced within required timescale

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAD322 Analyse and report data

NOS can be viewed on the CfA website at http://www.cfa.uk.com/ or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards http://www.qcda.gov.uk/15565.aspx

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening		Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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 .