

Unit Title:	Organise and report data
OCR unit number	217
Sector unit number	R/601/2487
Level:	2
Credit value:	3
Guided learning hours:	12

Unit purpose and aim

This unit is about organising and reporting data to the agreed format and timescales.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
The Learner will: 1. Understand how to organise and report data that has been researched	The Learner can: 1.1 Describe different ways of organising data that has been researched 1.2 Describe different ways of reporting data 1.3 Describe the purpose of presenting data to the agreed format and timescale	Learning outcome 1 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.
2. Be able to organise data	2.1 Organise data so that it can be reported 2.2 Check the accuracy of the data, and make adjustments, if required 2.3 Obtain feedback on data collected, if required	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to organise and report data
3. Be able to report data	3.1 Present data in agreed format 3.2 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 gathered data
- Details of how the data has been checked possible screen prints
- Records of received feedback
- Completed task

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAD323 Research information.

NOS can be viewed on the relevant Sector Skills Council's website 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.gcda.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 .