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| Title: | | **Gathering, interpreting and utilising data in the workplace** | | |
| Level: | | 2 | | |
| Credit value: | | 1 | | |
| Unit guided learning hours | | 3 | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Know how to gather and interpret data for action   48 | | | 1.1  1.2 | Describe how to obtain the required workplace information using a suitable method  24  Interpret data to address an identified purpose in the workplace  24 |
| 2 Know how to select and use data for a specific purpose  52 | | | 2.1  2.2 | Explain how to select the appropriate data for the identified purpose  20  Describe how to use the data effectively for the identified purpose  32 |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop an understanding of gathering, selecting and using information for a selected purpose. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to MSC 2004 NOS: D1, F5 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | M2.24 Using information for action in the workplace | |
| Location of the unit within the subject/sector classification system | | | 15.3 Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Methods of information gathering, and retrieval from information systems | | | |
| 2 | * How to identify information needs for a variety of purposes, such as problem solving and decision-making * Use of information to solve problems, make decisions, take corrective action, support or argue a case, or report to internal or external bodies | | | |