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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 | 1.11.2 | Describe how to obtain the required workplace information using a suitable method24Interpret data to address an identified purpose in the workplace24 |
| 2 Know how to select and use data for a specific purpose52 | 2.12.2 | Explain how to select the appropriate data for the identified purpose20Describe how to use the data effectively for the identified purpose32 |
| **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
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| 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
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