

Unit 35: Organise and Report Data

Unit code:	Q217
Unit reference number:	R/601/2487
QCF level:	2
Credit value:	3
Guided learning hours:	12

Unit summary

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

Assessment guidance

The following is a guide, the evidence suggested is neither mandatory nor exclusive.

Learning outcomes	Assessment criteria	Assessment guidance
1	1.1 – 1.3	Evidence may be supplied via learner reports/reflective accounts, professional discussion and questioning.
2	2.1 – 2.2	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role.
	2.3	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources: <ul style="list-style-type: none">• feedback obtained.

Learning outcomes	Assessment criteria	Assessment guidance
3	3.1 – 3.2	<p>Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources:</p> <ul style="list-style-type: none"> • letters • emails • memos • examples of data.

Evidence generated for this unit of assessment may contribute towards other units including: Units Q201, Q202, Q203, Q205.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Understand how to organise and report data that has been researched	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			
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			
3 Be able to report data	3.1 Present data in agreed format 3.2 Present data to agreed timescale			

Learner name: _____ Date: _____
 Learner signature: _____ Date: _____
 Assessor signature: _____ Date: _____
 Internal verifier signature: _____ Date: _____
 (if sampled)