

Title	Apply calculations, analyse and interpret data, and produce information for an organisation		
Level	4	Credits	5

Purpose	<p>This unit standard is intended for people who need to produce financial and statistical information for an organisation.</p> <p>People credited with this unit standard are able to: complete calculations for a business operation; compile, measure, and analyse business data; and interpret and produce analysed business data.</p>
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Classification	Business Administration > Business Administration Services
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Available grade	Achieved
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Guidance Information

- Recommended skills and knowledge for entry:
 Unit 29785, *Use a word processing application to integrate images, spreadsheet and database data into documents*, and Unit 29786, *Produce a spreadsheet for organisational use*, or demonstrate equivalent knowledge, skills and experience.
- Definitions

A *business operation* may form part of an organisation's activities or it may constitute a complete organisation.

Graphs and *charts* refer to any relevant type of chart or graph such as line graphs, bar graphs, histograms, time series graphs, scatterplot, combo charts, pie charts, gauge chart, area graph.

Organisation refers to an entire organisation; a part of an organisation such as a cost-centre, department, or branch; a small-to-medium enterprise (SME); a community group such as a sports club.

Organisational requirements refer to the routine processes followed, consistent with relevant organisational policies and procedures, which can be documented or based on workplace good practice models.

Standard business practice refers to the methods, procedures, processes, or rules employed or followed by an organisation. Practices are expected to reflect the legislative and regulatory requirements relevant for New Zealand business contexts.
- Calculations and analysis must be legible and accurate. Assessment for this standard may be based on naturally occurring evidence in a workplace or on calculations, data analysis, and statistical interpretation of given data that reflects New Zealand business contexts.

- 4 Information on regulatory requirements for some business activities are available from:
Inland Revenue <http://www.ird.govt.nz>;
Accident Compensation Corporation <http://www.acc.co.nz>.
- 5 All activities associated with this unit standard must comply with health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.
- 6 Legislation relevant to this unit standard may include but is not limited to the:
Anti-Money Laundering and Countering Financing of Terrorism Act 2009
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Electronic Transactions Act 2002
Harmful Digital Communications Act 2015
Health and Safety at Work Act 2015
Official Information Act 1982
Privacy Act 1993
Protected Disclosures Act 2000
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

Outcomes and performance criteria

Outcome 1

Complete calculations for a business operation.

Performance criteria

- 1.1 Information is selected and calculation techniques are applied correctly and accurately in accordance with standard business practice and regulatory requirements.

Range business activities may include but are not limited to – purchases, sales, fees, GST, break-even points, margins, gross profit, net profit, operating surplus, ACC, income tax, source deductions; evidence of at least six is required.

Outcome 2

Compile, measure, and analyse business data.

Performance criteria

2.1 Relevant sources of data and methods of collection are identified in accordance with standard business practice and regulatory requirements.

2.2 Measurement and analysis tools are selected and accurately applied to business data.

Range may include but is not limited to – financial functions, statistical functions, logical functions, audited formulae, graphs, percentages, ratios, variance, correlation, time series, probability, index numbers, sampling; evidence of at least six is required.

Outcome 3

Interpret and produce analysed business data.

Performance criteria

3.1 Analysis of the business data is accurately produced in a form appropriate to the information and purpose.

Range may include but is not limited to – tables; graphs and charts; pictograms; statistical maps; spreadsheet; evidence of at least four is required.

3.2 Information, relationships, results, and trends produced by compilation and analysis are interpreted in accordance with purpose, standard business practice and organisational requirements.

3.3 Implications of the information and data are explained in a manner consistent with the needs of the recipients. Assumptions or limitations relating to the information are made explicit, with conclusions and recommendations justified.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 September 1994	31 December 2011
Revision	2	11 May 1999	31 December 2011
Review	3	1 May 2001	31 December 2011
Revision	4	18 June 2003	31 December 2011
Review	5	18 December 2006	31 December 2012
Review	6	17 December 2010	31 December 2017
Rollover	7	16 April 2015	31 December 2022
Review	8	27 February 2020	N/A

Consent and Moderation Requirements (CMR) reference

0113

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.