

Title	Analyse data and communicate information for a specified purpose		
Level	4	Credits	8

Purpose	People credited with this unit standard are able to: collate data for analysis to meet the requirements of a specified purpose; apply statistical analysis to the data; draw conclusions from the resulting information; and communicate information.
----------------	---

Classification	Business Operations and Development > Quality Management
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 The credit value for this unit standard has been calculated on the basis that people seeking credit have acquired competence in relevant statistical analysis skills.
- 2 Although the skills in this unit standard have particular relevance to quality management, they are also relevant to other contexts.
- 3 **Definition**
Valid means fit for purpose, and relating solely to the attributes or data being gathered and analysed. Where applicable, the term *valid* should also be taken to mean *statistically valid*.
- 4 All activities must comply with: any policies, procedures, business protocols, and requirements of the organisation(s) involved; the ethical codes of relevant professional bodies; the cultural requirements of the organisation(s) and individuals involved; and any relevant legislative and/or regulatory requirements.
- 5 Legislation relevant to this unit standard can include but is not limited to: Health and Safety in Employment Act 1992, Resource Management Act 1991, Official Information Act 1982, Privacy Act 1993, State Sector Act 1988, Employment Relations Act 2000, Fair Trading Act 1986, Consumer Guarantees Act 1993, and subsequent amendments.
- 6 The specified purpose will require data and information relating to people, processes, and/or physical objects. The plan may be provided to or developed by the candidate, and will specify analysis and communication requirements.

Outcomes and performance criteria

Outcome 1

Collate data for analysis to meet the requirements of a specified purpose.

Performance criteria

- 1.1 Collation is consistent with the requirements of the plan.
- 1.2 Actions are taken to minimise the impact of any missing data.
- Range re-test, re-sample.
- 1.3 Storage of collated data protects its integrity and allows it to be retrieved.

Outcome 2

Apply statistical analysis to the data.

Performance criteria

- 2.1 Statistical analysis techniques are matched with the data obtained and the information required.
- 2.2 Statistical analysis techniques are applied in accordance with statistical conventions.
- 2.3 Key events are documented in accordance with plan requirements and/or as they occur.
- Range key events – anomalies, variation from plan.
- 2.4 Actions taken regarding anomalies maintain the validity of the analysis.
- Range consideration of outliers, reviewing of data.

Outcome 3

Draw conclusions from resulting information.

Performance criteria

- 3.1 Interpretation methods are applied consistently to all the information.
- 3.2 Conclusions drawn are derived from a logical interpretation of statistically significant information.
- 3.3 Key points are documented in accordance with plan requirements.
- Range all information objectives in the plan reported on, interpretation methods used, assumptions made, conclusions drawn.
- 3.4 Assumptions made are supported by valid analysis.

Outcome 4

Communicate information.

Performance criteria

- 4.1 Information communicated contains key points, is traceable, validly reflects the data, and is unambiguous.

 Range key points may include but are not limited to – anomalies, variation from plan, interpretation methods used, assumptions made, conclusions drawn.
- 4.2 Communication of information meets recipient requirements for format, style, detail, and complexity.
- 4.3 Communication method meets organisational and legislative requirements for timing, distribution, confidentiality and security, and is congruent with the information gathered from the analysis.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 August 1996	31 December 2016
Revision	2	7 September 1999	31 December 2016
Revision	3	12 January 2001	31 December 2016
Review	4	22 September 2004	31 December 2016
Rollover and Revision	5	18 July 2008	31 December 2016
Rollover and Revision	6	17 November 2011	31 December 2016
Rollover	7	18 April 2013	31 December 2018
Rollover	8	16 April 2015	31 December 2023
Review	9	26 March 2020	31 December 2023
Rollover	10	27 October 2022	31 December 2023

Consent and Moderation Requirements (CMR) reference	0113
--	------

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