

Unit Title: Introduction to Data Analysis	
Level:	Entry Three
Credit Value:	6
GLH:	60
OCNLR Unit Code:	KJ3/E3/LQ/006
Ofqual Unit Reference Number:	J/617/9008

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand data used in a business environment.	1.1. Identify types and sources of data. 1.2. Identify at least two common uses of data in a business environment. 1.3. Identify a potential impact on a business of poor data management.
2. Be able to enter and manipulate information in a database.	2.1. Enter basic data to a database as instructed by a set brief. 2.2. Extract information as defined by a set brief from one data table, using a query.
3. Be able to analyse basic data.	3.1. Draw a meaningful conclusion from the data extracted.

Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

Case Study		Project	✓
Written question & answer/test/exam		Role play/simulation	
Essay	✓	Practical demonstration	✓
Report		Group discussion	
Oral question and answer	✓	Performance/exhibition	
Written description	✓	Production of artefact	
Reflective log/diary		Practice file	