

Analyse and report data essay sample



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BUSTER**

1. 1 Describe the purpose and benefits of organising data so that it can be analysed The purpose and benefit of organising data is that it allows you to see clearly what the data is that you have collected and what it relates to. It also allows you to identify any common traits within the data.

1. 2 Explain how to evaluate the relevance, validity and reliability of data Below are some ways in which you can evaluate whether data is relevant, valid and reliable. Relevance – Does the data relate to the outcome?

Does the data relate to the aims and objectives?

Validity – Is the data collected up to date?

Is the data from a valid source?

Reliability – Is the data that you have collected accurate?

Is the data that you have collected from a reliable non-bias source?

1. 3 Explain how to analyse and prepare researched data so results will be accurate and free from bias One way to analyse data so that it is free from bias and is accurate is to get a second person to check the data. This way you can make sure that all the data has been input correctly and figures haven't been altered to suit a certain outcome.

1. 4 Explain the difference between primary and secondary research methods Primary research is a method where you have gathered research or data first hand. This can be done through interviews, observation, questionnaires etc. Secondary Research is a method where research or data that you have gathered has come from a secondary source such as the government. This is data or research that you did not collect yourself but has been collected beforehand by someone else. With primary research

methods, you research the data yourself and you know how accurate it is and whether it's biased or not. The disadvantage with secondary is that you don't know how accurate it is or whether it is biased or not. An advantage to the secondary research method is that the person who researched the information may have better facilities than you to produce more accurate results whereas in the primary research method, you may not have many facilities at your disposal.

1. 5 Explain the differences between quantitative and qualitative research methods
Quantitative Research is using numerical data such as how many minutes, degrees, number of etc. Quantitative research is commonly used to research the number of thing for example there have been 5 members, 2 non-members and 10 monthly members attend a fitness class today.

Qualitative Research is using the characteristic of something such as colour, shape, texture, etc. Qualitative research is commonly used to research the quality of a product for example the red T-shirt is soft and fits well.

Qualitative research data is useful to explain to others the outcome of the information whereas quantitative research is difficult to understand at an initial glance. An advantage to quantitative data is that it is easy for you to turn in to quantitative data, which is more aesthetically pleasing for the audience.

1. 6 Describe how to search for relevant data sources

There are many ways of searching for relevant data sources such as the Internet, books, previous reports, etc. However, you must take in to account how long it will take to research these different sources, whether they are available and how accurate and unbiased they are.

Outcome 2: Understand how to report data that has been researched

2. 1 Describe ways of reporting data so that it

a) Meets agreed aims and objectives

b) Is accurate and free from bias

Data reporting is a process where data is extracted from a source or many sources and then converted into a format that can be used for a purpose. It is usually presented in the form of a report in tables, charts, statistics, graphs or on spreadsheets etc. Ways of reporting data so that it meets the agreed aims and objectives are: Make sure that the data you collect serves the purpose of the report you are preparing.

Check that the report is in the agreed style and format and can be easily understood by the people involved. Check to see if the requirement is for a detailed report or a summarised one and prepare the report accordingly. Arrange data clearly and neatly in different sections with notes or explanations wherever necessary. Keep the language as simple as possible so that everyone can understand it. Ways of reporting data so that it is accurate and free from bias are: Check for grammar, spelling and accuracy of figures involved as these reports represent the quality of the organisation. If there are any calculations involved, double-check them to see if there are any errors. It is always best to run this through another person or two for a review, to avoid any literary or numerical errors. Do not have any repetitive or irrelevant information

You need to be very specific on your report, using accurate, clear words and figures so that your report is free from bias.

Outcome 3: Be able to analyse and evaluate data

3. 1 Organise data so that it can be analysed and reported

3. 2 Select relevant, valid and reliable data to analyse

3. 3 Apply analysis and evaluate techniques, as required

3. 4 Review data to produce accurate, unbiased results and conclusions

3. 5 Check the accuracy of the analysis, and make adjustments, if required

3. 6 Obtain feedback on data analysis, if required

Outcome 4: Be able to report data

4. 1 Present data in agreed format

4. 2 Present data to agreed timescale

As part of my work program I have been asked by one of the Assistant Managers to produce a spreadsheet to show the number of customers attending each individual fitness classes. Before starting on the spreadsheet I spoke to the Assistant Manager to find out what it was exactly that they wanted and to clear up a few queries I had. Q. What time period do you want me to do this for?

A. Full financial year.

Q. Is this to be a one-off or do you want it on a regular basis? A. Regular and on a weekly basis.

Q. Is it just adult classes, junior classes or both?

A. Adult and Junior classes but on separate spreadsheets.

Q. Do you want figures for just paying customers or monthly members? A. Both

Q. What are the target staff costs and income?

A. Target staff cost for the year is £ 36, 561. 33 and Target Income for the

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year is £ 61, 603. 57. Q. How do you want the spreadsheets set out?

A. Each week on a separate sheet and a monthly overview after every four weeks. With the above questions answered I was then able to start work on producing a spreadsheet with all the data the Assistant Manager wanted. My first task was to research what data I needed for the spreadsheet. I done this using our LMS that we have in place. By using this system I was able to print off activity logs for each day which showed what had been taken though the tills and how many customers attended each classes etc.

Once I had the data, I inputted it into the spreadsheet so that it was easier to see how many customers had attended each class and how many were members, non-members and monthly members. This is then emailed to the Assistant Manager for them to look at and compare with figures they have to make sure they match up. If any amendments are needed it is then emailed back to me with what needs changing. I then make the changes and email it back again. This is done on a weekly basis to the Assistant Manager.