

**Learners** will need to be able to demonstrate through their written work, what and how they met the requirements of the 12 learning areas below. It must be work the learner did themselves so they can write and talk about each aspect and provide examples supported by evidence.

| Unit    | Unit Requirements  |
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| Duty 1  | Identify <b>data sources</b> to meet the organisation's requirement using <b>evidence-based decision making</b> to establish a rationale for inclusion and exclusion of various data sets and models.                                  |
| Duty 2  | Liaise with the client and/or colleagues from other areas of the organisation to establish <b>reporting needs</b> and deliver <b>accurate information</b> .  |
| Duty 3  | <b>Collect, compile</b> and, if needed, <b>cleanse</b> data, such as sales figures, Digital Twins etc. solving any problems that arise, to/from a range of internal and external systems.  |
| Duty 4  | Produce <b>performance dashboards</b> and <b>reports</b> in the Visualisation and Model Building Phase.  |
| Duty 5  | Support the business by <b>maintaining</b> and <b>developing reports</b> for <b>analysis</b> to aid with decisions, and adhering to organisational policy/legislation.   |
| Duty 6  | Produce a range of standard and non-standard <b>statistical</b> and <b>data analysis reports</b> in the <b>Model Building phase</b> .  |
| Duty 7  | Identify, analyse, and interpret <b>trends</b> or <b>patterns</b> in <b>data sets</b> .  |
| Duty 8  | <b>Draw conclusions</b> /recommend appropriate response/Offer Guidance/Interpretation.   |
| Duty 9  | <b>Summarise</b> and <b>present</b> the <b>results of data analysis</b> to a range of stakeholders, making recommendations.  |
| Duty 10 | Provide <b>regular reports</b> & analysis to different management/leadership teams, ensuring data is used and represented <b>ethically</b> in line with <b>relevant legislation</b> (e.g. GDPR, which incorporates Privacy by Design). |
| Duty 11 | Ensure data is appropriately <b>stored</b> and <b>archived</b> , in line with relevant legislation e.g. GDPR.  |
| Duty 12 | Practice continuous <b>self-learning</b> to keep up to date with <b>technological developments</b> to enhance relevant skills and take responsibility for own <b>professional development</b> .  |