

## Overview

This standard is about the skills and knowledge of organising and reporting data in a food and drink business. It includes checking the accuracy of data, making appropriate adjustments and getting feedback on the data where necessary. You will need the skills and knowledge to organise data, write a report and you will also need to know and understand the tools and techniques used to present a report and how to use them effectively. This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in organising and reporting data.

## Performance criteria

*You must be able to:*

1.  
plan the reporting of data in accordance with organisational requirements
  - 1.1  
collate and organise data in a way that will help analysis
  - 1.2  
check the accuracy of data and make adjustments, if required
  - 1.3  
present data that has been found from research in the agreed

## Knowledge and understanding

*You need to know and understand:*

1.  
the different ways of organising data that has been found from research
  - 1.1  
the different ways of presenting data for analysis
  - 1.2  
the purpose of presenting data to the agreed format and within the

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**Relevant Occupations** Administration, Associate Professionals and Technical oc,  
Business Management

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**Suite** Food Business Operational Management

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