

## Overview

This standard is about analysing data and information and presenting the outputs of the analysis. You will need to be able to select and use appropriate tools and techniques to analyse data and information. Tools and techniques will vary according to the data and information that is being analysed and your area of work. You will also need to be able to present the outputs of data and information analysis using suitable methods. Presentation methods will depend on the needs of the audience and the type of data and information that is being presented.

Users of this standard will need to ensure that practice reflects up to date information and policies.

## Performance criteria

### *You must be able to:*

- P1. access and accurately interpret all relevant work instructions, organisational policies, and data governance requirements
- P2. assess the available tools and techniques for relevance and applicability
- P3. select the appropriate tools and techniques to analyse the information accurately
- P4. determine the resources required to apply the selected tools and techniques in line with organisational planning
- P5. record your rationale for the selection of tools and techniques
- P6. check conformity with information governance in accordance with legislation, relevant data standards and organisational requirements
- P7. identify and highlight any anomalies and limitations
- P8. summarise and draw justifiable conclusions from the analysis
- P9 inform the appropriate person(s) where there are significant implications that require decision-making
- P10. identify the target audience for the outputs of the analysis in accordance with organisational reporting protocols
- P11. select a presentation method that is appropriate to the data and information and suitable for the audience
- P12. present the outputs of the analysis in a way that is consistent, comparable and in accordance with agreed formats, governance requirements and relevant standards
- P13. make clear all assumptions made and degrees of uncertainty in the data and information
- P14. check that the outputs of the analysis have been received by the target audience following organisational feedback procedures.

Analyse data and information and present outputs

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P15. make any legitimate changes to the source data and information based on feedback from others, and where necessary, notify the data and information owners

P16. complete all relevant documentation required for analysing data and information

## Knowledge and understanding

### *You need to know and understand:*

- K1. the current legislation, policies, procedures, codes of practice, and guidelines relevant to your work practice, including those relating to data protection, information governance, and organisational standards for data management.
- K2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- K3. how to access and interpret all relevant work instructions and information
- K4. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
- K5. the importance and reasons for adhering to information governance
- K6. the wider sensitivities of data and information relevant to your role
- K7. the standards regarding data and information
- K8. the data sharing protocols in place which apply to data sources
- K9. the different ways in which data and information are processed and used
- K10. the structure of data and information, how it is organised, formatted and arranged so it can be stored, accessed and used effectively.
- K11. the characteristics of data and information and how they change over time
- K12. the importance of the quality of data and information including timeliness, validity, accuracy, completeness, appropriate for purpose and accessibility
- K13. the different methods of validating and verifying the quality of data and information, and how to use them
- K14. the data and information life cycles and the processes within them
- K15. the audience requirements for data and information, and that the data and information have been received

Analyse data and information and present outputs

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K16. the tools and techniques available to analyse and present data and information

K17. the limitations of the available tools and techniques

K18. the types of anomalies that may occur and how these can be identified

K19. the presentation methods to display and report data and information analysis

K20. the reporting structures that exist within your organisation

K21. the potential impact the presentation of outputs will have

K22. how to complete and safely store all relevant documentation in accordance with organisational requirements

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