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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY
REGISTERED UNIT STANDARD:**

Analyse and communicate workplace data

SAQA US ID	UNIT STANDARD TITLE			
8662	Analyse and communicate workplace data			
ORIGINATOR		ORIGINATING PROVIDER		
SGB Hospitality, Tourism, Travel, Leisure and Gaming				
QUALITY ASSURING BODY				
-				
FIELD			SUBFIELD	
Field 11 - Services			Hospitality, Tourism, Travel, Gaming and Leisure	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	Level TBA: Pre-2009 was L5	5
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2012-07-01	2015-06-30	SAQA 0695/12
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2016-06-30		2019-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

PURPOSE OF THE UNIT STANDARD

A person assessed as competent against this unit standard will be able to:

Use appropriate forms of tables, graphs, diagrams or charts to analyse and communicate information relating to the work environment.

This competence will equip individuals with the numeracy skills to operate more effectively in their workplace and in their learning. It will contribute to more numerate workplace and learning environments.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

A person taking this unit standard is assumed to have acquired the competence described in the standard entitled `Collate, Understand and Communicate Workplace Data (NQF4)`.

UNIT STANDARD RANGE

Guides to the scope and complexity of the specific outcomes and essential embedded knowledge are provided in ranges/points beneath each. These are prefaced by "e.g." since they are neither comprehensive nor necessarily appropriate to all contexts. Alternatives must however be comparable in scope and complexity.

NSB 1:

Guides to the scope and complexity of the specific outcomes and essential embedded knowledge are provided in bullet points beneath each. These are prefaced by "for example" since they are neither comprehensive nor necessarily appropriate to all contexts. Alternatives must however be comparable in scope and complexity. These are intended only as a general guide to scope and complexity of what is required.

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Select appropriate forms of tables, graphs, diagrams and charts.

OUTCOME NOTES

Select appropriate forms of tables, graphs, diagrams and charts to capture information relevant to a variety of workplace functions.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The assessment of a person against this standard should meet the requirements of established assessment principles.

It will be necessary to develop assessment activities and tools which are appropriate to the contexts in which the skills will be applied. These activities and tools may include an appropriate combination of self assessment and peer assessment; formative and summative assessment; and portfolios and observations.

The assessment should ensure that all the specific outcomes, critical cross-field outcomes, and essential embedded knowledges are assessed.

1. The specific outcomes must be assessed through observation of performance. Supporting evidence should be used to prove competence of specific outcomes only when they are not clearly seen in the actual performance. Essential embedded knowledge must be assessed in its own right, through oral and written evidence. It cannot be assessed only through seeing the knowledge being applied.
2. The specific outcomes and essential embedded knowledge must be assessed in relation to each other. If the person being assessed is able to explain the essential embedded knowledge but is unable to perform the specific outcomes, they should not be assessed as competent. Similarly, if they are able to perform the specific outcomes but are unable to explain or justify their performance in terms of the essential embedded knowledge, they should also not be assessed as competent.
4. Evidence of the specified critical cross-field outcomes should be found both in performance and in the essential embedded knowledge.

NSB 1:

When conducting assessments, assessors must ensure that they are familiar with the full text of the Unit Standards being assessed.

They must ensure that the assessment covers the specific outcomes, critical cross-field outcomes and essential embedded knowledge.

As each situation is different, it will be necessary to develop assessment activities and tools, which are appropriate to the contexts in which practitioners are working. These activities and tools may include self-assessment, peer assessment; formative and summative assessment.

The specific outcomes and essential embedded knowledge must be assessed in relation to each other. If a practitioner is able to explain the essential embedded knowledge but is unable to perform the specific outcomes, they should not be

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Method of assessment:

Assessment should include practical demonstration of competence, either in the workplace or through work-realistic, out-of-classroom simulation.

A range of assessment methods should be used, including:

- Direct observation - watch the practitioner carry out the task or produce a desired outcome during the course of his or her normal work under normal workplace conditions
- Product sample - examine the outcomes previously produced by the practitioner
- Simulation of a specific task - set a specific task for the practitioner to demonstrate in a simulated environment
- Questioning (verbal or written) - ask relevant questions linked to the unit standard
- Testimony - collect a portfolio of evidence from suitable people (eg: reports from a third party)

Integrated assessment:

It may be more effective and efficient to assess a number of unit standards together thus reducing the overall number of assessment 'events'.

- Consider a complete activity in the workplace (the 'whole of work' approach) and see which unit standards relate to this activity.
- Work out how practitioners could collect evidence on a number of unit standards at the same time covering all the critical aspects of the standards
- Ensure that commonalities that exist between a number of unit standards are captured in a way that makes sense for assessment.

SPECIFIC OUTCOME 2

Develop the tables, graphs, diagrams and charts.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

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SPECIFIC OUTCOME 3

Analyse the information to draw relevant conclusions.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

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SPECIFIC OUTCOME 4

Present information using tables, graphs, diagrams and charts.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

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- Ensure that commonalities that exist between a number of unit standards are captured in a way that makes sense for assessment.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

1. Anyone assessing a learner or moderating the assessment of a learner against this unit standard must be registered as an assessor with the relevant ETQA.
2. Any institution offering learning that will enable the achievement of this unit standard must be accredited as a provider with the relevant ETQA.
3. Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA`s policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA`s (including professional bodies); and in terms of the moderation guideline detailed under point 4 immediately below.
4. Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual unit standards as well as the integrated competence described in the qualification.

Anyone wishing to be assessed against this qualification may apply to be assessed by any assessment agency, assessor or provider institution which is accredited by the relevant ETQA.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The person acquiring this unit standard should be able to demonstrate a knowledge and understanding of:

1. The purpose and nature of a wide variety of graphs, tables, charts and diagrams for analysing and presenting information.
2. How to use these in analysing and presenting information relevant to the workplace through appropriate means.

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO WORKING

Working effectively with others as a member of a team, group, organisation or community (relates to all outcomes).

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information (relates to all outcomes).

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively (relates to all outcomes).

UNIT STANDARD CCFO CONTRIBUTING

Personal development.

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	QUALITY ASSURING BODY
Fundamental	35925	Certificate: Fisheries Observation: Deep Sea	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2015-06-30	AgriSETA

Fundamental	13740	Certificate: Occupation-directed Education, Training and Development Practice	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Registered"	2003-10-11	Was ETDP SETA until Last Date for Achievement
Fundamental	13741	Diploma: Occupation-directed Education, Training and Development Practice	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Registered"	2003-10-11	Was ETDP SETA until Last Date for Achievement
Fundamental	59409	National Certificate: Agricultural Extension	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2015-06-30	AgriSETA
Fundamental	49086	National Certificate: Auctioneering Management	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Reregistered"	2011-02-16	SERVICES until Last Date for Achievement
Fundamental	48886	National Certificate: Business Advising	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Reregistered"	2010-11-11	SERVICES until Last Date for Achievement
Fundamental	48874	National Certificate: Business Consulting Practice (Enterprise Resource Planning)	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2015-06-30	SERVICES
Fundamental	24195	National Certificate: Community Conservation: Practice and Co-ordination	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Registered"	2006-04-09	CATHSSETA
Fundamental	20153	National Certificate: Conservation: Fisheries Resource Management	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Reregistered"	2012-06-30	CATHSSETA
Fundamental	20416	National Certificate: Conservation: Natural Resource Management: Terrestrial	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Reregistered"	2008-03-12	Was CATHSSETA until Last Date for Achievement
Fundamental	48855	National Certificate: Emergency Services Operations	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Reregistered"	2009-02-18	Was LG SETA until Last Date for Achievement
Fundamental	22901	National Certificate: Environmental Education, Training and Development Practice	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2015-06-30	ETDP SETA
Fundamental	93993	National Certificate: Labour Relations Practice	Level 5	NQF Level 05	Reregistered	2015-06-30	As per Learning Programmes recorded against this Qual
Fundamental	36438	National Certificate: Local Economic Development	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2015-06-30	LG SETA
Fundamental	59949	National Certificate: Natural Resource Management: Terrestrial	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2015-06-30	CATHSSETA
Fundamental	48908	National Certificate: Sanitation Project Co-ordination	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2015-06-30	EWSETA
Fundamental	18943	National Certificate: Tourism: Cabin Crew	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Reregistered"	2009-01-10	CATHSSETA

Fundamental	63249	National Diploma: Agricultural Extension	Level 5	NQF Level 05	Reregistered	2015-06-30	AgriSETA
Fundamental	67692	National Diploma: Coaching Science	Level 5	NQF Level 05	Reregistered	2015-06-30	As per Learning Programmes recorded against this Qual
Fundamental	49469	National Diploma: Complex Procurement	Level 5	NQF Level 05	Passed the End Date - Status was "Reregistered"	2012-06-30	
Fundamental	20613	National Diploma: Event Co-ordination	Level 5	NQF Level 05	Reregistered	2015-06-30	CATHSSETA
Fundamental	21789	National Diploma: Funeral Services Practice	Level 5	NQF Level 05	Reregistered	2015-06-30	SERVICES
Fundamental	20414	National Diploma: Service Management	Level 5	NQF Level 05	Reregistered	2015-06-30	CATHSSETA
Fundamental	36213	National Diploma: Technical Financial Accounting	Level 5	NQF Level 05	Reregistered	2015-06-30	FASSET
Fundamental	13742	Degree: Occupation-directed Education, Training and Development Practice	Level 6	Level TBA: Pre-2009 was L6	Passed the End Date - Status was "Registered"	2003-10-11	ETDP SETA
Elective	50419	National Certificate: Port Control and Admissions	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Registered"	2009-06-29	Was PSETA until Last Date for Achievement
Elective	48553	National Diploma: Corrections Science	Level 5	NQF Level 05	Reregistered	2015-06-30	SAS SETA