

Component Specification

Component title	Data Handling
Award type	Minor
Component code	M2N08
Level	2
Credit value	5
Purpose	<p>This award recognises basic knowledge, skill and competence in relation to handling quantitative data. It provides recognition for appropriate use of language and concept, and provides a basis for further learning in, e.g. statistics and information processing.</p> <p>It provides credit towards the Level 2 Certificate in General Learning.</p>
Learning outcomes	<p>The learner will be able to:</p> <ul style="list-style-type: none">(DH1) Identify uses of data in everyday life, e.g. <i>price comparisons, surveys</i>(DH2) Identify basic approaches to data collection, e.g. <i>record sheets, tally system, audio-visual records</i>(DH3) Interpret basic data of two criteria, e.g. <i>more/less of one class than another, bigger/smaller etc</i>(DH4) Construct basic representations to communicate data with two criteria, e.g. <i>pictograms, bar charts, tally records</i>(DH5) Interpret basic representations, e.g. <i>pictograms/bar-charts</i>
Transfer	Learners who successfully complete this component are eligible to transfer to programmes leading to other awards at Level 2 as appropriate to the requirements for the specific named award.
General assessment requirements	See Assessment Guidelines for Providers. The Guidelines describe the assessment technique (s) identified below.

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Specific assessment requirements In order to demonstrate they have reached the standards of knowledge, skills and competence outlined in this component, learners are required to complete a Collection of Work/Portfolio.

Evidence

This may include:

- Charts, graphs, tally records, collages, constructions, composites of images, drawings, documentation arising from visual/mathematical games, press cuttings
- Photographs, audio/video tapes
- Tutor verification, for example a description by the tutor of what was done by the candidate, clearly signed off by the tutor and the candidate

Grading

The achievement of awards at Level 1-3 are graded as follows:

Successful indicates that the learner has achieved **all** the learning outcomes, within a narrow range of predictable and structured contexts.

Referred indicates more learning is required to enable satisfactory achievement of one or more learning outcomes.

Specific validation requirements

All quality assurance registered providers wishing to offer programmes leading to this award should have the appropriate and sufficient resources in place or allocated prior to submitting an application for programme validation.

All applications for programme validation with regard to components should identify the certificate or certificates that the learner can overtime achieve.

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