

## US23269 - Evaluate and use statistical information to make policy recommendations in a state sector context

**Level** 5

**Credits** 8

**Purpose** This unit standard is designed for people employed in the State Sector in positions where they are required to interpret statistical data to make and/or report decisions.

People credited with this unit standard are able to: assess and select relevant data sources; develop a brief for statistical information collection; evaluate reports based on statistical information; and use reports based on statistical information to make policy recommendations in a state sector context.

**Subfield** Public Sector Services

**Domain** Public Sector Core Skills

**Status** Registered

**Status date** 25 September 2006

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**Planned review date** 31 December 2011

**Entry information** Open.

**Accreditation** Evaluation of documentation and visit by NZQA and industry.

**Standard setting body (SSB)** Public Sector Training Organisation

**Accreditation and Moderation Action Plan (AMAP) reference** 0121

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

- 1 Reference  
Reference information to assist with providing evidence for this unit standard can be obtained from the Statistics New Zealand website at <http://www.statisphere.govt.nz> or the specific government ministry, department or agency in which the candidate works.

## 2 Definitions

*Organisational requirements* refer to instructions to staff on policy and procedures, which are documented in memo or manual format and are available in the workplace.

*Reports* refer to research papers, publications, statistical summaries, books, academic papers, and website information.

*Assess* refers to the process of judging that the material is fit for purpose including the relevance, quality, origins and currency of the sources of the material.

*Policy recommendations* refer to recommendations made in response to ministerial requirements or recommendations for internal policy requirements.

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## Elements and performance criteria

### Element 1

Assess relevant data sources to make policy recommendations in a state sector context.

#### Performance criteria

- 1.1 Sources of data are identified and assessed to determine their applicability to the policy recommendations.

Range sources of data may include but are not limited to – existing collections, administrative datasets, new surveys, censuses, experiments, results of data integration projects; properties of data may include but are not limited to – origins, quality, contents, strengths and limitations (implications of classifications, data incompleteness, etc.).

### Element 2

Identify and select relevant data sources to make policy recommendations in a state sector context.

- 2.1 Relevant data sources are chosen and data sets are selected to meet the requirements of the policy recommendations.

### Element 3

Develop a brief for a statistical information collection to make policy recommendations in a state sector context.

#### Performance criteria

- 3.1 Requirements are identified and described in terms of their inclusion in the brief.

Range requirements include but are not limited to – timeframes, costs, target audience, purpose, type of decisions required, scope, use of information, frequency of use, level of information detail, classification systems, non-response, editing and imputation, data quality.

- 3.2 Brief is developed in accordance with organisational requirements.

## **Element 4**

Evaluate reports based on statistical information to make policy recommendations in a state sector context.

### **Performance criteria**

- 4.1 Reports based on statistical information are evaluated in terms of the fitness for purpose of the source data for the policy recommendation.
- 4.2 Reports are evaluated in terms of the fitness for purpose of the analysis, the reliability and validity of the conclusions and the clarity of the content for the policy recommendation.

## **Element 5**

Use reports based on statistical information to make policy recommendations in a state sector context.

### **Performance criteria**

- 5.1 Reports are analysed to form a response to the policy recommendation.
- 5.2 Decisions and/or recommendations based on the analysis are made and recorded in accordance with organisational requirements.
- 5.3 Limitations or modifications of relevant data sets are discussed with respect to a specific policy question.

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### **Please note**

Providers must be accredited by the Qualifications Authority, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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### **Comments on this unit standard**

Please contact Learning State at [info@learningstate.govt.nz](mailto:info@learningstate.govt.nz) if you wish to suggest changes to the content of this unit standard.