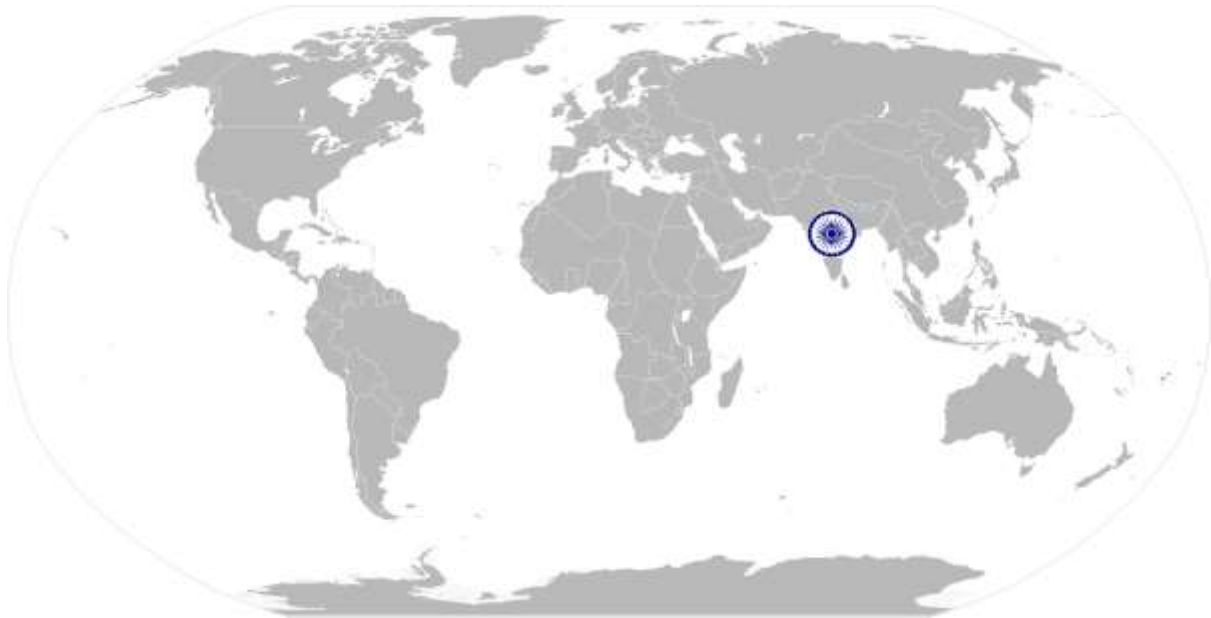


# National Occupational Standard



## Overview

This unit is about collating and analyzing data, usually big data, from multiple disparate sources.

SSC/ N 2102

Analyze data from multiple disparate sources

Applicable NOS Unit

<b>Unit Code</b>	SSC/ N 2102
<b>Unit Title (Task)</b>	Analyze data from multiple disparate sources
<b>Description</b>	This unit is about collating, managing and analyzing data, usually big data, from multiple disparate sources.
<b>Scope</b>	<p>This unit/task covers the following:</p> <p><b>Appropriate people:</b></p> <ul style="list-style-type: none"> <li>• line manager</li> <li>• subject matter experts</li> <li>• client</li> </ul> <p><b>Data sources:</b></p> <ul style="list-style-type: none"> <li>• secondary data</li> <li>• research reports</li> <li>• organizational databases</li> <li>• online data sources</li> </ul> <p><b>Data:</b></p> <ul style="list-style-type: none"> <li>• big data</li> <li>• quantitative data</li> <li>• qualitative data</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<p>To be competent, you must be able to:</p> <p>PC1. establish clearly the objectives and scope of the analysis</p> <p>PC2. access your organization's knowledge base for relevant data sources and methodological approaches</p> <p>PC3. obtain guidance from <b>appropriate people</b> to identify suitable <b>data sources</b></p> <p>PC4. collate <b>data</b> from multiple <b>data sources</b> using appropriate software tools</p> <p>PC5. clean <b>data</b> and make it ready for analysis using appropriate software tools</p> <p>PC6. obtain guidance from <b>appropriate people</b> to agree the analysis to be performed on the <b>data</b></p> <p>PC7. conduct agreed analysis on the <b>data</b></p> <p>PC8. draw justifiable inferences from your analysis</p> <p>PC9. present results and inferences from your analysis using standard templates and tools</p> <p>PC10. obtain advice and guidance from <b>appropriate people</b> on issues with data analysis outside your area of competence or experience</p> <p>PC11. review the results of your analysis with <b>appropriate people</b></p> <p>PC12. undertake modifications to your analysis based on inputs from <b>appropriate people</b></p>

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	PC13. comply with your organization's policies, procedures and guidelines when analyzing data from multiple disparate sources
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. your organization's policies, procedures and guidelines for analyzing data from multiple disparate sources and your role in applying these</p> <p>KA2. your organization's knowledge base and how to access this</p> <p>KA3. who to involve when identifying data sources, agreeing approaches and analyzing data</p> <p>KA4. how to obtain and use feedback from others to improve your data analysis</p> <p>KA5. limits of your experience and competence and where to obtain advice and guidance</p> <p>KA6. methods and techniques used when working with others</p> <p>KA7. standard tools and templates available and how to use them</p> <p>KA8. the importance of checking and cleaning data/information before use</p> <p>KA9. how to apply different analysis to data</p> <p>KA10. the importance of providing rationale for inferences</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. the objectives and scope of the analysis being undertaken and the importance of keeping within these boundaries</p> <p>KB2. different data sources and how to obtain information from them, including:</p> <ul style="list-style-type: none"> <li>• organizational databases</li> <li>• online data sources</li> <li>• research reports</li> <li>• secondary data</li> </ul> <p>KB3. data warehouse software for integrating data from disparate sources and how to use these</p> <p>KB4. tools, platforms and architecture available for handling big data and how to access and apply these</p> <p>KB5. software tools for collating and cleaning data and how to use these</p> <p>KB6. different types of data analysis and associated outcomes available</p> <p>KB7. how to draw inferences from analysis of data/information</p> <p>KB8. methods and tools to validate your analysis and how to apply these</p> <p>KB9. how to present analysis and inferences in a structured way</p> <p>KB10. current practice in data analysis</p>
<b>Skills (S)</b>	
<b>A. Core Skills/</b>	<b>Writing Skills</b>
	You need to know and understand how to:

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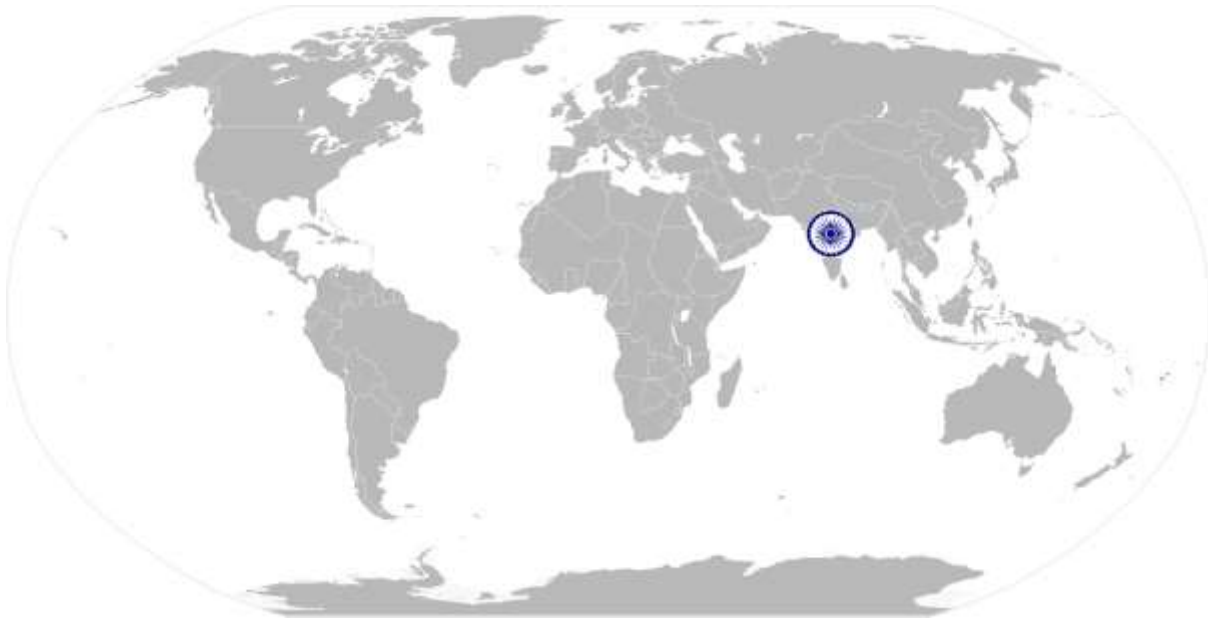
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<b>Generic Skills</b>	SA1. complete accurate well written work with attention to detail
	SA2. communicate with others in writing
	<b>Reading Skills</b>
	You need to know and understand how to: SA3. read instructions, guidelines, procedures, rules and service level agreements
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others
	<b>Decision Making</b>
	You need to know and understand how to: SB1. follow rule-based decision-making processes SB2. identify anomalies in data SB3. make decisions on suitable courses of action
	<b>Plan and Organize</b>
	You need to know and understand how to: SB4. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	You need to know and understand how to: SB5. check your own work meets customer requirements SB6. work effectively in a customer facing environment
	<b>Problem Solving</b>
	You need to know and understand how to: SB7. apply problem-solving approaches in different situations SB8. seek clarification on problems from others
	<b>Analytical Thinking</b>
	You need to know and understand how to: SB9. analyze data and activities SB10. configure data and disseminate relevant information to others SB11. pass on relevant information to others
	<b>Critical Thinking</b>
	You need to know and understand how to: SB12. apply balanced judgments to different situations SB13. provide opinions on work in a detailed and constructive way
	<b>C. Technical Skills</b>

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	<p>SC4. present big data in ways that support understanding of the data and inferences</p> <p>SC5. use software packages and tools specific to your field of expertise</p> <p>SC6. keep up to date with changes, procedures and practices in your field of expertise</p>
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NOS Version Control

NOS Code	SSC/ N 2102		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	0.1
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/03/2018
		Next review date	31/03/2019

