
TITLE: Analyse qualitative and quantitative data required to inform a strategic human resources plan

NLRD

LEVEL ON NQF: 5

CREDITS: 5

FIELD: Business, Commerce and Management Studies

SUB FIELD Generic Management

PURPOSE:

This Unit Standard is intended for learners in senior and middle management in the public service. It may be useful for other Human Resource Practitioners who are required to access and organise qualitative and quantitative data as part of a human resource planning function.

The qualifying learner is capable of:

- Determining the type of data required to inform a strategic human resources plan.
- Gathering relevant qualitative and/or quantitative data.
- Reporting on research findings.

LEARNING ASSUMED TO BE IN PLACE:

It is assumed that learners are competent in Communication and Mathematical Literacy at Level 4.

SPECIFIC OUTCOMES AND ASSESSMENT CRITERIA:

Specific Outcome 1: Determine the type of data required to inform a strategic human resources plan

Assessment Criteria:

- 1.1 The difference between qualitative and quantitative data is explained with reference to when each is appropriate.
- 1.2 An aspect of a human resource plan is analysed to identify issues and whether quantitative or qualitative data is required for the research.
- 1.3 Possible sources for accessing the required data are identified for a specific context.

Specific Outcome 2: Gather relevant qualitative and/or quantitative data

Assessment Criteria:

- 2.1 Selected data sources are analysed for relevance in relation to the intended purpose.
- 2.2 Data from a variety of sources is verified for accuracy and currency.

- 2.3. Techniques for gathering new or supplementary data are investigated and used in a specific context.

Specific Outcome 3: Report research findings

Assessment Criteria:

- 3.1. Data is analysed and interpreted for relevance in relation to the strategic human resource plan.
- 3.2. Research data is synthesised and organised logically and coherently.
- 3.3. Conclusions are drawn and recommendations are made based on an analysis of the researched data.
- 3.4. A research report is compiled to inform a strategic human resources plan.

ACCREDITATION AND MODERATION:

1. Anyone assessing a candidate against this Unit Standard must be registered as an assessor with the relevant ETQA or ETQA where a Memorandum of Understanding (MOU) exists with the relevant ETQA.
2. Any institution offering learning that will enable achievement of this Unit Standard must be accredited as a provider through the relevant ETQA or ETQA where a Memorandum of Understanding (MOU) exists with the relevant ETQA.
3. Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines and the agreed ETQA procedures.

RANGE STATEMENT:

- Research required to inform a human resource plan.
- Possible sources of information include, but are not limited to reports, human resource information systems, and management information systems.
- Conclusions include, but are not limited to, good practice, trends, benchmarks and recommendations.

NOTES:

CRITICAL CROSS-FIELD and DEVELOPMENTAL OUTCOMES:

This Unit Standard supports in particular, the following Critical Cross-field Outcomes at NQF Level 5:

1. The learner is able to organise and manage him/herself and his/her activities responsibly and effectively in gathering data.
2. The learner is able to collect, organise and critically evaluate information preparing a research report.
3. The learner is able to communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations in synthesizing research information and reporting research findings.
4. The learner is able to use science and technology effectively and critically showing responsibility towards the environment and the health of others in accessing information from electronic sources.