

NCFE LEVEL 3 CERTIFICATE IN DATA (603/7882/7)

Assignment Details	
Course Code and title	NCFE Level 3 Certificate in Data (603/7882/7)
Unit	Assessment Project Requirements
Task Title	Project Portfolio
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Due Date	2 nd May 2025

Task Outline
<p>This document sets out the requirements to achieve the NCFE L3 Certificate in Data.</p> <p>To be awarded the NCFE L3 Certificate in Data learners submit a portfolio of work as evidence of meeting all the learning objectives outlined in the six course units below:</p> <ol style="list-style-type: none">1. Understand How to Source Data2. Collate and Format Data for Processing and Analysis3. Analyse Data to Support Business Outcomes4. Present and Communicate Data to the Appropriate Audience5. Store, Manage and Distribute Data Securely6. Collaborate with Others and Practise CPD
Requirements
<p>The learner will complete a data analysis project related to an area of their choosing. Completing the project will involve the following stages:</p> <ol style="list-style-type: none">1. Defining outline, purpose and scope of their project.2. Collecting and formatting relevant data.3. Carrying out numerical and statistical analysis.4. Preparing charts and diagrams to highlight trends and correlations in the data.5. Outline how the data can be stored and made available securely.6. Describe how the project could be further developed beyond the course. <p>Successful completion of each stage of the assessment project will ensure the learner meets all learning objects and can be awarded the NCFE L3 Certificate in Data.</p>
Documents to be submitted

The learner will provide the following.

- Presentation (max 10 mins) – MS PowerPoint slides, or pdf version
 - Title slide
 - Contents slide
 - Introduction to the data project
 - Data analysis steps taken e.g. collection and analysis
 - Findings – with graphs and diagrams explanations
 - Conclusion
- Technical Report – pdf file
 - Title Page with learner's name, project title, date
 - Learner declaration (e.g. statement to say this is your own work)
 - Executive Summary (short outline)
 - Contents
 - Introduction – project outline, purpose
 - Data collection phase – how data was sourced
 - Data analysis phase – numerical and statistical analysis undertaken
 - Data visualisation – charts and diagrams
 - Data Storage – (e.g use of CSV files, SQL database, how sensitive data would be secured)
 - Further development
 - Conclusions
 - References – links to data sources, URLs, published papers, etc
 - Appendix
- Sample data and program code folder (zipped file)
 - code files (not screen shots of code) – e.g. Python, HTML
 - Description of any APIs used
 - Sample data file(s) - CSV file or output from SQL table

Clearly label all files and folders with your full name.

Project Section / Units' Outline

The technical report should cover the following sections and describe how you meet each of the learning objectives.

Your report could be divided into chapters, one each for the 6 units. Your report could be divided into chapters showing the steps you have taken to prepare and complete the report. In each case do include sufficient information ensuring you have covered all of the learning objectives listed below.

Unit 1: Understand How to Source Data

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| 1.1 | Understand where common sources of data can be found |
| 1.2 | Understand data formats and their importance for analysis for a specific business requirement |
| 1.3 | Understand the purpose and function of data architecture for a specific business requirement |

Unit 2 Collate and Format Data for Processing and Analysis

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| 2.1 | Collect, format and save datasets for a specific business requirement |
| 2.2 | Be able to prepare data for analysis for specific business requirement |
| 2.3 | Be able to test and assess confidence in the data and its integrity |
| 2.4 | Be able to blend datasets from multiple sources for a specific business requirement |
| 2.5 | Be able to manipulate and link external datasets |

Unit 3 Analyse Data to Support Business Outcomes

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| 3.1 | Be able to apply statistical methods to identify trends and patterns in data for a specific business requirement |
| 3.2 | Be able to apply algorithms to identify trends and patterns in data based on a specific business requirement |
| 3.3 | Be able to filter data according to business requirements |

Unit 4 Present and Communicate Data to the Appropriate Audience

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4.1	Understand the range of methods, formats and techniques used to communicate data to different roles within an organisation
4.2	Be able to communicate data and results to a specific audience and business requirement
4.3	Understand the range of visualisation tools and techniques used to present data for specific audiences and business requirements
4.4	Be able to apply a range of visualisation tools and techniques to present data for specific audiences and business requirements

Unit 5	Store, Manage and Distribute Data Securely
5.1	Understand legal and regulatory requirements that apply to data analysis
5.2	Understand the legitimate and ethical use of data
5.3	Be able to securely store, manage and distribute data for a specific business requirement

Unit 6	Collaborate with Others and Practise CPD
6.1	Understand the role of data within a business context
6.2	Be able to operate as part of a multi-functional team for a specific business requirement
6.3	Be able to inform own continuous professional development (CPD) through identification of technological developments for a specific business requirement