

Data Analyst Sample Assessment Brief

**NCFE Level 4 Diploma: Data Analyst
QN: 603/7751/3**

**Unit 01 Legislation and security standards
applied to data analytics (A/651/0924)**



Student name / ID number	
Unit number and title	<p>Unit 01 Legislation and security standards applied to data analytics (A/651/0924)</p> <p>LO1: Explore relevant legislation and their influence on the safe use of data</p> <p>LO2: Investigate the impact of relevant security standards, security frameworks and organisational policies and procedures on data management activities</p>
Assignment title	Data governance
Scenario	
<p>You have been accepted as a junior data governance officer at a large e-commerce company. Your role is to work alongside senior data governance officers to review the company's organisational procedures and ensure compliance with common data legislation. You will be involved in all stages of the process, from implementing common data legislation to evaluating potential risks within the company and providing training for employees to ensure future compliance. As part of your responsibilities, you will deliver a training presentation and create a summary poster to support employees in understanding and complying with data regulations.</p>	
Tasks	
<p>For this assignment, you will study common data legislation and security standards and apply them to a company of your choice.</p> <p>Task 1</p> <p>Create a mind map outlining key features of common data legislation and security standards, justifying their necessity. Analyse how the chosen company interacts with data, focusing on safe storage, usage, and handling of sensitive data. Engage in a group discussion to identify possible risks and outcomes in case of non-compliance with data management. Review compliance with common data legislation and highlight any security gaps.</p> <p>Task 2</p> <p>Provide an in-depth analysis of the company's compliance with common data legislation in a written report. Explain key risks associated with non-compliance and propose innovative solutions to address security gaps. Consider legal requirements and ethical considerations in data analytics.</p> <p>Task 3</p> <p>Develop and deliver a training presentation covering data legislation, its impact on data management, and the importance of security standards. Address the ethical dimensions of data management, focusing on data analytics. Provide guidance on responsible data practices, privacy protection and bias mitigation. Explain ability and accountability.</p>	

Task 4

Create an infographic summary poster tailored to the chosen company. Highlight key data compliance principles and security standards. Provide practical recommendations and reminders for employees to ensure compliance with data legislation and security requirements.

Evidence requirements

You must provide/include:

- a mind map summarising key features of common data legislation and security standards
- a group discussion on the company's data usage, analysing risks and the potential impact of non-compliance and careful data handling
- a written report highlighting security gaps and evaluating the company's data, governance policy and whether it complies with common data legislation
- a training presentation on handling data and ethics issues
- a summary infographic poster.

Unit learning outcomes (LOs)

LO1: Explore relevant legislation and their influence on the safe use of data
Pass 1, Pass 2, Merit 1, Distinction 1

LO2: Investigate the impact of relevant security standards, security frameworks and organisational policies and procedures on data management activities
Pass 3, Pass 4, Merit 2, Distinction 2

Grading criteria

Learning outcomes (LOs)	Pass	Merit	Distinction
LO1: Explore relevant legislation and their influence on the safe use of data	P1: Describe the key features of relevant regulatory requirements in relation to the role of a data analyst	M1: Consider a range of relevant legislation and clearly explain the impact each of these have on both the organisation and the data analysts	D1: Critically evaluate the use of policies and procedures to ensure compliance with a wide range of legal requirements, security standards and security frameworks
	P2: Explain the importance of complying with legislation and the impact of non-compliance		
LO2: Investigate the impact of relevant security standards, security frameworks and organisational policies and procedures on data management activities	P3: Define relevant security standards and security frameworks related to data management activities	M2: Explore the impact of organisational policies and procedures within a security framework that supports compliance	D2: Assess the impact on data management and propose innovative solutions for any security gaps
	P4: Outline policies and procedures used by an organisation to ensure compliance with standards and frameworks		