

**SKILLSFUTURE SINGAPORE  
CRITICAL CORE SKILLS (CCS) REFERENCE DOCUMENT**

<b>CCS Category</b>	Thinking Critically		
<b>CCS</b>	Sense Making		
<b>CCS Description</b>	Leverage sources of qualitative and quantitative information and data to recognise patterns, spot opportunities, infer insights and inform decisions		
<b>CCS Proficiency Description</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
	<b>GSC-SMG-B002-1</b>	<b>GSC-SMG-I002-1</b>	<b>GSC-SMG-A002-1</b>
	Organise and interpret information to identify relationships and linkages	Analyse information and data and uncover patterns, opportunities and impacts	Evaluate relationships, patterns and trends to inform actions and generate wider insights
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Types of information collection tools</li> <li>Information organisation techniques</li> <li>Information processing techniques</li> <li>Techniques for identifying missing or erroneous information</li> </ul>	<ul style="list-style-type: none"> <li>Data analysis techniques</li> <li>Data analysis tools</li> <li>Strengths and weaknesses of different analysis techniques</li> <li>Pattern recognition techniques</li> <li>Logical thinking techniques</li> <li>Insight generation process and techniques</li> </ul>	<ul style="list-style-type: none"> <li>Extrapolation techniques</li> <li>Systems thinking theories</li> <li>Features and limitations of different information and data sources</li> <li>Organisation vision, objectives and operating climate</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>Filter information into classification structures</li> <li>Implement techniques to process different information sources</li> <li>Document missing or erroneous information within sources</li> <li>Review information sources to identify relationships and linkages</li> <li>Suggest inferences and impact based on the relationships and linkages between the information sources</li> </ul>	<ul style="list-style-type: none"> <li>Assess information and data sources to evaluate validity and reliability</li> <li>Detect gaps in information and data sources and develop logical assumptions to close the gaps</li> <li>Analyse relationships and linkages to identify patterns and trends</li> <li>Interpret analysis outcomes to determine potential impact and opportunities</li> <li>Review data analysis techniques to identify potential limitations which may impact conclusions</li> <li>Recommend improvements to data analysis techniques</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate information and data sources to determine potential limitations which may impact insights and conclusions</li> <li>Identify external factors that influence the immediate situation or hypothesis</li> <li>Extrapolate information to facilitate projections and future-oriented analyses</li> <li>Synthesise disparate information, analyses or viewpoints to derive actionable insights and conclusions</li> <li>Formulate insights by applying various approaches to evaluate information</li> <li>Evaluate underlying factors affecting situations to consider potential impacts or mitigating actions</li> <li>Evaluate and implement improvements to data analysis processes</li> </ul>