

Royal Statistical Society Ordinary Certificate

The RSS Ordinary Certificate is a popular course that aims to provide a sound understanding in the principles and practice of statistics, with emphasis on practical data collection, presentation and interpretation. Holders of the RSS Ordinary Certificate should be able to carry out supervised statistical work of a routine kind, or be able to apply statistical methods at an elementary level within work of a more general kind.

The RSS Ordinary is delivered by the Statistical Training Unit who are based at the Office for National Statistics (ONS) in Newport and Titchfield. The Statistical Training Unit is committed to providing statistical training excellence that meets the needs of all ONS and GSS staff.

Our qualified experts across Newport and Titchfield sites will deliver the course, starting from September 2012 – May 2013, via classroom based teaching at a rate of £850 and distance learning at a rate of £450, inclusive of the examination fee.

A prerequisite for the course is a GCSE or O-level in maths. The course is pitched between GCSE and A-level standard, but the nature of the syllabus is very different because of the emphasis on practical statistical work.

The following modules are covered on the course:

Data Collection

This module covers study design in the form of experimental and observational studies; survey design in the form of census and sample surveys; the use of administrative data in official statistics; personal and telephone interviews and self-completion questionnaires; and the objectives and principles of questionnaire design.

Sampling Methods, Frames and Errors

This module covers sampling frames and their inconsistencies; non-probability sampling methods including convenience and quota sampling; probability sampling methods including random sampling, systematic sampling, stratified sampling under equal, proportional and optimal allocation methods, cluster sampling and multistage sampling; and survey errors including non-sampling errors.

Condensing and Summarising Data

A look at the different ways in which raw data can be condensed or sorted into frequency and grouped frequency data. The module will also cover different methods of presentation, using written summaries, graphical displays and tables. It finishes with the measures of location and dispersion that can be used for each type of data and the uses and limitations of each.

Time Series and Index Numbers

As the title suggests this module is split into two sections. The first concentrates on time series analysis and the seasonal adjustment of additive and multiplicative models. The second section concentrates on index numbers and covers simple price and quantity relatives, weighted relatives, aggregate indices in the form of Laspeyres, Paasche and Fisher, and chain linking of price and quantity indices. It also covers the more well known index numbers published by ONS.

Regression and Correlation

This module covers the fitting of a regression line and the link between regression and correlation. Also covered are the Pearson Product Moment and Spearman's Rank correlation coefficients and the uses and limitations of each.

Probability

This module covers the different ways in which probabilities of events can be calculated through the use of the equally likely principle and relative frequency. Different types of events are considered, for example mutually exclusive and non-mutually exclusive events, independent events and conditional probabilities. It finishes by looking at how probabilities can be presented in Venn diagrams and tree diagrams and how these can be used to calculate probabilities.

Closing date for applications is 17 August 2012.

For more information on this training including dates for each of the modules please contact the Statistical Training Unit, statistical.training.enquiries@ons.gsi.gov.uk

Here's what previous students thought of the course:

“ I have thoroughly enjoyed the course and have found it useful for both my work and my general knowledge. There is a good balance of quantitative and qualitative modules, each taught in an easy to follow step-by-step process. The booklets supporting each module has been a great extra help, however, I always felt able to approach the teachers for a quick recap ”

“ The RSS Ordinary Certificate has proved to be an excellent way to develop my interest in statistics in a relaxed, friendly environment ”

Application Form • RSS Ordinary Certificate Learning Event

Name:	Please quote your Purchase Order Number: Please include a copy of your purchase order with your application. Applications will not be accepted without it.
Address: (for correspondence)	
Email:	Telephone and Fax:
Department:	
Signature:	Date:
<p>Please indicate method and location of study: Class based – Newport <input type="checkbox"/> Titchfield <input type="checkbox"/> or Distance learning <input type="checkbox"/></p> <p>Please note that other classroom based courses can be arranged depending on demand and resources.* If you would be interested in a classroom course outside of the areas stated, please indicate your preferred location here _____</p> <p>*Additional costs may be incurred to cover travel and subsistence.</p>	

The appropriate budget holder should complete the following – an invoice for the full amount will then be issued in September 2012.

I confirm that the course fee of £..... will be paid by the department.
(Please enter appropriate cost)

Name and job title:

Address: (for correspondence and invoice)

Email:

Telephone:
Fax:

Signature:

Date:

Please return to: **Statistical Training Unit, Room 1.127, Office for National Statistics,
Government Buildings, Cardiff Road, Newport, NP10 8XG**

Email: statistical.training.enquiries@ons.gov.uk

Tel: 01633 456765

Booking: Completed application forms are processed on a first-come-first-served basis. We will contact you to confirm whether you have successfully secured a place on the course.

Cancellation: If you cancel your place more than 4 weeks before the course date, you will not be charged. If you cancel your place within 4 weeks of the course date, and you cannot send a replacement, you are liable for the full course fee. By completing this order form you are accepting these cancellation terms.