

Unit 210 Research and report information

Unit summary

Research and report information.

Skills

You will apply the following skills:

- Planning
- Researching
- Organising
- Reading
- Writing
- Using number
- Communicating
- Using technology
- Presenting information

Performance indicators

You will:

Research information

1. Confirm aims and objectives and deadlines for the information search
2. Confirm relevant sources of information
3. Search for and obtain information to meet deadlines
4. Record the information
5. Maintain a record of sources used

Report information

6. Organise the information in a way that will help analysis
7. If necessary, get feedback on what you have found
8. Present information in the most appropriate format, accurately and on time

Knowledge

You will know:

1. How to research information efficiently and accurately
2. The types of information you are required to obtain

3. Why it is important to agree aims, objectives and deadlines
4. About relevant information sources and search methods
5. Why you should maintain a record of sources you have used and how to do so
6. How to organise information in a way that will help analysis
7. The different formats that may be required when reporting information

Evidence requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation, whether full-time or part-time, paid or voluntary.
2. For this unit, evidence may be collected in an approved Realistic Working Environment or an extended work placement.
3. Simulation is not allowed for this unit.
4. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
5. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Yes
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

6. Your candidate needs to show that they:

Research information. Evidence may include:

- Research aims and objectives
- Research plan
- Evidence of secondary research methods – internet, books, journals
- Evidence of primary research methods – interview, questionnaire, observation records
- Analysis of findings

Report information. Evidence may include:

- Records of information
- Reports
- Presentations
- Recommendations
- Bibliographies

7. Contingencies

Performance Indicator 7	If no feedback is required within the assessment period 'what if' questions may be asked to confirm competence
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8. Evidence generated for this unit may contribute towards Unit 201:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 202

- Work to achieve your organisation's purpose and values
- Support sustainability
- Support diversity
- Maintain security and confidentiality