

# Unit 310 Research, analyse and report information

## Unit summary

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Research, analyse and report information.

## Skills

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You will apply the following skills:

- Planning
- Researching
- Analysing
- Organising
- Decision-making
- Reading
- Writing
- Using number
- Problem solving
- Communicating
- Using technology
- Presenting information

## Performance indicators

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You will:

### **Research information**

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

### **Analyse and report information**

6. Organise the information in a way that will help you analyse it
7. Examine, interpret and extract the information required
8. If necessary, get feedback on what you have found
9. Present information in the most appropriate format, accurately and on time

## Knowledge

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You will know:

1. Why it is important to research information efficiently and accurately
2. The types of information you are required to obtain and analyse
3. Why it is important to agree aims, objectives and deadlines
4. 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 you analyse it
7. The different formats that may be required when reporting information

## Evidence Requirements

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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. A Realistic Working Environment or Simulation is not allowed for this unit.
3. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
4. 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.

5. Your candidate needs to show that they:

**Research information.** Evidence may include:

- Research aims, objectives and budgets
- Research plans
- Evidence of secondary research methods – internet, books, journals
- Evidence of primary research methods – interviews, questionnaires
- Records of information and sources
- Project plans
- Reviews
- Minutes of 1-1 meetings

- Minutes of team meetings
- Personal Development Plan
- Personal target setting

**Analyse and report information.** Evidence may include:

- Records of research information
- Analysed findings
- Report on research findings – written report and associated presentation
- Bibliographies
- Final reports
- Feedback from consultants
- Records of presenting research
- Feedback reports
- Reviews
- Minutes of 1-1 meetings
- Minutes of team meetings

#### 6. Contingencies

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|-------------------------|---|
| Performance Indicator 8 | If no feedback is necessary during the assessment period professional discussion or dedicated tasks may be used to confirm competence |
|-------------------------|---|

#### 7. Evidence generated for this unit may contribute towards Unit 301:

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

and Unit 302

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