Australian Government

Department of Education, Employment and Workplace Relations

BSBWRK506A Coordinate research and analysis

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to coordinate and undertake major research projects on behalf of the union. It covers planning research, coordinating and undertaking the research process, managing information systems, compiling reports and evaluating the research process.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to individuals with a well established, sound theoretical knowledge base in unionism and industrial relations who provide leadership to members and staff in the union workplace. They carry high levels of responsibility and work at a senior level in the organisation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Innovation and Business Skills Australia

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and implement a project plan to undertake research activities	1.1. Define and agree *research project* objectives and timeframes
	1.2. Plan research process and implement in accordance with union policies and procedures
	1.3. Ensure agreed project phases, approval and review points are implemented to accommodate all project management function requirements
	1.4. Evaluate research process and report in relation to established project baselines to provide appropriate measures of performance
2. Coordinate and undertake the research process	2.1. Define information needs based on work objectives and organisational requirements
	2.2. Identify and allocate appropriate resources
	2.3. Allocate tasks to identified staff and gain support for the project
	2.4. Develop *strategies* to acquire required information
	2.5. Communicate the methods and aims of the research clearly
	2.6. Research information in a timely and thorough way and within resource allocation
	2.7. Monitor progress of research project and adjust to respond to internal and external factors
3. Analyse information and apply the results of analysis	3.1. Ensure *specialist data and information* is collected, consolidated and analysed to recommend outcomes and to advise trends to senior staff
	3.2. Develop appropriate analytical techniques and processes, and apply to information in order to achieve defined objectives and meet requirements
	3.3. Analyse information to identify facts, issues, patterns, interrelationships and trends
	3.4. Undertake all work in a timely manner and meet defined standards of the union
4. Manage information systems	4.1. Maintain *information systems* so that data and system integrity is guaranteed
	4.2. Maintain a range of standard and complex information systems and applications in accordance with organisational standards
	4.3. Integrate information in a timely and coherent manner

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ELEMENT	PERFORMANCE CRITERIA
5. Compile reports from information analysis	5.1. Use the findings from the analysis to provide advice and to develop policies and solutions which meet organisational requirements
	5.2. Ensure reporting of results from analysis of information includes predictions, assumptions and constraints
	5.3. Ensure reporting of results and analysis of information is logically sequenced, concise and clear
6. Evaluate the research process	6.1. Identify and communicate criteria for evaluating the effectiveness of research project and phases
	6.2. Implement and monitor key measurements to evaluate the effectiveness of research processes
	6.3. Debrief all staff involved in research project on progress and outcomes
	6.4. Use appropriate strategies to ensure project outcomes are used effectively

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• high level research and analytical skills • project management skills • technology skills to store data and to manage information • well developed writing skills.
Required knowledge
• regional, national and international legislation and regulations relating to industrial relations, occupational health and safety (OHS), vocational education and training, equal opportunity and discrimination, trade practices • industry knowledge • union policies and procedures.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • documented research project plan, with research objectives, and the outcomes of the research project which meet the stated objectives • examples of how information and data in the union is effectively gathered and managed • knowledge of the industry/s involved in the research.
Context of and specific resources for assessment	Assessment must ensure: • access to a range of research documentation • access to systems for gathering and storing data and information.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of agreedresearch project objectives and timeframes • oral or written questioning to assess knowledge of union policies and procedures • assessment of written reports • review of strategies developed to acquire required information • evaluation of how the methods and aims of the research were communicated.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • other workplace relations units.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Research projects could involve:	• analysis of industry specific trends, statistics and issues • comparative national and international developments • information and analysis needed to develop a campaign, strategic plan, industry or sector plan and strategy, or to bargain effectively with employers • information and analysis to conduct a strategic comprehensive corporate or community campaign
Strategies could include:	• commissioned research • computer- or web-based research • establishing expert or pre-eminent opinions • joint/collaborative work with academics, economists, social researchers, political parties, international agencies and industry groups • use of focus groups, polls and surveys
Specialist data and information could include:	• information for a specific cultural or gender perspective • information, research and data in relation to corporations and inter-related bodies and connections within an industry and the economy • labour market, industry and employment statistics and related research • OHS statistics and related research • political and community polling around specific policy issues • vocational education and training statistics and related research
Information systems may involve:	• databases and the use of spreadsheets, graphs, trend and time series, and mathematical equations

Unit Sector(s)

Unit sector	

Competency field

Competency field	Workforce Development - Workplace Relations

Co-requisite units

Co-requisite units		