



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CULMS410A Provide research assistance**

**Release: 1**

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### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit refers to providing assistance in collecting, analysing and presenting research data and findings.

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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

# Elements and Performance Criteria

## Elements and Performance Criteria

Element	Performance Criteria
1 Confirm aims and desired outcomes of research	<ul style="list-style-type: none"><li>1.1 Details of research purpose, aims and desired outcomes are clarified and confirmed with relevant personnel</li><li>1.2 Details of scope of research assistance, method, procedures, timeframes and available resources are clarified and confirmed</li><li>1.3 Details of roles and responsibilities in reaching expected outcomes of the research assistance are identified and confirmed</li></ul>
2 Collect and analyse information	<ul style="list-style-type: none"><li>2.1 Information is sought from appropriate sources in accordance with agreed procedures for research assistance</li><li>2.2 Information obtained is appropriate, comprehensive and meets its intended purpose</li><li>2.3 Records of the investigations are kept and maintained in accordance with agreed procedures</li></ul>
3 Present findings	<ul style="list-style-type: none"><li>3.1 Summaries of the required research information are provided when appropriate</li><li>3.2 Research findings are presented to relevant people in appropriate language, style and format</li><li>3.3 Supporting information, explanations and arguments are provided as appropriate</li><li>3.4 Documentation is prepared according to agreed format and institution's procedures and practices</li><li>3.5 Reports and other records are filed according to institution's procedures</li><li>3.6 Issues arising from the research which require further action or research are identified and notified to appropriate personnel</li></ul>

## **Required Skills and Knowledge**

Not applicable.

## Evidence Guide

### **Critical aspects of evidence:**

Evidence to demonstrate consistent achievement of this unit's outcomes includes:  
competence in using computers for data entry and retrieval and producing documents

### **Concurrent assessment of units:**

It is recommended that this unit is assessed in conjunction with the unit titled:

Use information technology

### **Underpinning knowledge and skills:**

Skills and knowledge are required in:

research protocols and procedures

subject matter relating to topic under research

analysing and presenting information

the institution's preferred format and style for documenting research findings

listening, questioning and clarification

reading, understanding and interpreting written documents associated with the tasks

speaking in a friendly and culturally appropriate manner

writing notes, business letters, research reports

using computers for word processing and data entry and retrieval

working collaboratively in a team

time management

### **Resource implications:**

Competency in this unit should be assessed using all the relevant resources commonly provided in a museum, public gallery, contemporary art space, science exploration centre and/or keeping place. Specific tools may include:

relevant policies and procedures manuals

organisation's mission statement

other organisational documentation, eg organisational charts, floor plans and relevant instructions for staff

### **Method and context of assessment:**

Evidence of competence may be obtained through a variety of methods including:

oral or written questions

practical demonstration

third party report addressing performance criteria

portfolio

case study project

Competency in this unit needs to be assessed over a period of time, in a range of contexts and on multiple occasions involving a combination of direct, indirect and supplementary forms of evidence.

Assessment should occur either on the job, off the job or in a combination of on and off the job.

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- practical demonstration
- third party report addressing performance criteria
- portfolio
- case study project

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## Range Statement

A person demonstrating this unit of competency will operate within the institution's:  
goals, objectives, plans, systems and processes

ethical standards

access and equity principles and practices

cultural diversity principles

communication channels

compliance with legislation, codes and workplace standards

Research assistance may be required for investigation into:

the institution's collection

objects for acquisition or disposal

issues relating to public programs

fields of study associated with the institution

scientific or technical processes such as conservation

Research assistance will generally be provided to other staff in the institution when the purpose and objectives of the research are determined and directed by others.

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## Unit Sector(s)

Not applicable.