



Australian Government

**CSCORG032 Undertake research and
report findings within the correctional
services environment**

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 3.0

Application

This unit describes the skills and knowledge required to undertake research and report findings within the correctional services environment. It includes selecting appropriate research strategies, gathering information, consulting with key people, organising and analysing information and reporting findings of research.

This unit applies to those working in a management role within justice services.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit work autonomously, intuitively accessing and evaluating support from a broad range of sources. The role requires critical analysis, research, communication and written reporting skills.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Organisational administration and management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes	demonstrate achievement of the element.
1 Select appropriate research strategies	1.1 Select research strategies suitable for the scope of the research and the available resources
	1.2 Use a combination of research methods that contribute to the validity and reliability of the outcomes
	1.3 Select research strategies with consideration to consultation, timeframes, resources and support from key stakeholders
2 Gather information	2.1 Identify all relevant information sources and use effective methods to collect information
	2.2 Select materials and aids needed to conduct research appropriate to the selected methodology
	2.3 Collect and maintain information confidentially in accordance with organisational and legislative requirements
	2.4 Collate information ensuring it complies with timeframes, organisational and legislative requirements
3 Consult with key stakeholders	3.1 Identify and consult a range of stakeholders and groups with an interest in the issues
	3.2 Check information for accuracy and address the need for further information with effective follow up
	3.3 Ensure the consultation purpose, methods and activities comply with agreed practices and protocol of the organisation and other interested agencies
	3.4 Consider and incorporate the comments and views of stakeholders where relevant and justified by the research
4 Organise and analyse information	4.1 Organise information in a format that lends itself to analysis and is suitable for the purpose of the research
	4.2 Verify data and information in conjunction with other available research for relevance, accuracy and currency
	4.3 Analyse data and information to develop findings including identifying patterns, trends, observations and explanations
	4.4 Ensure the conceptual framework of the analysis and the assumptions are clear to those being consulted

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- 5 Report the findings of the research**
- 5.1** Prepare reports that include complete and accurate details of the research methodology, information and analysis
 - 5.2** Document the research findings in an accessible and useable style and format
 - 5.3** Ensure research results are reported and made available to key stakeholders with an interest in the issues researched

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCORG027 Research issues of concern in correctional services.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>