CUARES402 Conduct research

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to conduct research in response to a brief in the creative industries on any topic.

It applies to individuals who work with a significant degree of autonomy, but who usually report to a manager or client. Individuals might be full-time research officers or those for whom research forms part of their job. Alternatively, they may provide research services on a contract basis.

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

Unit Sector

Knowledge management – research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Clarify research brief	1.1 Confirm research topic or content with relevant personnel, including completion deadlines
	1.2 Identify research and data gathering techniques that best meet requirements of the brief
	1.3 Discuss research ideas with relevant personnel and identify any implications for research briefs
	1.4 Discuss and agree on the format for presenting research findings with relevant personnel
	1.5 Identify issues of a culturally sensitive or legal nature that affect research briefs

ELEMENT	PERFORMANCE CRITERIA
	1.6 Alert relevant personnel to potential difficulties in meeting briefs and agree on alternative strategies or outcomes 1.7 Assess brief to identify need for specialist research expertise and discuss with relevant personnel if required
2. Conduct research	2.1 Identify, record and maintain accurate details of information sources and potential contributors 2.2 Design research tools, as required 2.3 Research a sufficiently wide range of reliable sources to optimise validity of results in line with research brief and agreed methodology 2.4 Make contact with identified sources promptly and in accordance with data gathering techniques methodology 2.5 Adjust research strategies to achieve required research outcomes, if necessary 2.6 Adopt safe ergonomic practices when using screens and keyboards for long periods of time 2.7 Record, and store all information and data in a system that allows for easy access and retrieval
3. Analyse research findings	3.1 Analyse and interpret data or information gathered 3.2 Check all facts and assess all information before including them in research findings 3.3 Observe copyright, intellectual property and privacy laws that may impact publication of research, and seek legal advice if required 3.4 Develop conclusions and recommendations as required in consultation with relevant personnel
4. Present research findings	4.1 Organise information logically and clearly in the agreed format 4.2 Present information to relevant personnel by agreed deadlines 4.3 Identify key issues for further research or discussion with relevant personnel 4.4 Seek feedback on the quality of research and note areas for improvement

PwC's Skills for Australia

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.1, 2.3, 2.7, 3.1, 3.2	• Interprets textual information in a variety of formats from diverse sources • Critically evaluates content to develop reliable findings that fulfil research briefs
Writing	2.2, 2.5, 2.7, 3.4, 4.1, 4.3	• Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and findings • Maintains an easily accessible and accurate information database
Oral Communication	1.1, 1.3, 1.4, 1.6, 1.7, 2.1, 2.3, 2.4, 3.3, 3.4, 4.3	• Engages in detailed discussions with others to clarify requirements and reach agreement • Explains detailed information clearly using language, tone and pace appropriate to audience • Uses careful listening and questioning techniques to gather information
Navigate the world of work	1.5, 2.6, 3.2, 3.3, 4.2, 4.4	• Takes responsibility for provision of valid and reliable research services that meet client requirements • Identifies potential legal compliance issues • Identifies improvement opportunities to own research practice
Interact with others	1.1, 1.3, 1.4, 1.6, 1.7, 2.3, 2.4, 3.3, 3.4, 4.3, 4.4	• Demonstrates sophisticated control over oral and written formats drawing on a range of communication practices to achieve research objectives and outcomes • Engages others in consultation and negotiations to reach agreement • Establishes rapport with research participants to elicit cooperation and information
Get the work done	1.2, 1.5, 1.7, 2.1-2.5, 2.7, 4.1, 4.2	• Uses systematic, analytical processes to undertake complex tasks required to undertake research and present findings that satisfy requirements of project briefs • Clarifies research purpose and determines information sources, tools and techniques, and whether legal issues are present and specialist support is required • Manages and adjusts collection processes to ensure sufficiency and reliability of information • Establishes effective systems to underpin analysis of

		findings
		• Presents information in agreed format to deadline
		• Uses main features of digital tools and systems to access, organise and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUARES402 Conduct research	CUFRES401A Conduct research	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5