CUARES412 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 5.0.

Application

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

The unit applies to those 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 Receive research brief and confirm research content and completion deadlines with required personnel
	1.2 Identify research and data gathering techniques that best meet research brief requirements
	1.3 Discuss research ideas with required personnel and identify any implications for research brief
	1.4 Discuss and agree on format for presenting research findings with required personnel
	1.5 Identify issues of a culturally sensitive or legal nature that affect research briefs as required
	1.6 Alert required personnel to potential issues in meeting brief and

ELEMENT	PERFORMANCE CRITERIA
	agree on alternative strategies or outcomes
	1.7 Assess brief and identify need for specialist research expertise in discussion with required personnel as required
2. Gather and record information	2.1 Identify, record and maintain accurate details of information sources and potential contributors
	2.2 Design research tools as required
	2.3 Research different sources according to research brief
	2.4 Adhere to work health and safety standards while working with screens and keyboards
	2.5 Adjust research strategies according to research brief as required
	2.6 Record and store all information and data in a system that meets research brief requirements and according to organisational policies and procedures
3. Analyse research findings	3.1 Analyse and interpret data or information gathered
	3.2 Check all facts and assess all information before including in research findings
	3.3 Develop conclusions and recommendations as required in consultation with required personnel
4. Present research findings	4.1 Organise information logically and clearly in format that meets research brief requirements
	4.2 Present information to required personnel by agreed deadlines
	4.3 Identify key issues for further research or discussion with required personnel
	4.4 Seek feedback on the quality of research and note areas for improvement

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	• Engages in detailed discussions with others, clarifies requirements and reaches agreement
	• Explains detailed information clearly using language, tone and pace applicable to audience
	• Gathers information using careful listening and questioning techniques
Reading	• Interprets textual information in a variety of formats from diverse

SKILL	DESCRIPTION
	sources • Critically evaluates content and develops reliable findings that meet research brief requirements
Writing	• Develops material for a specific audience using clear and detailed language and conveys explicit information, requirements and findings • Maintains an easily accessible and accurate information database
Planning and organising	• Manages and adjusts collection processes and ensures sufficiency and reliability of information • Presents information in agreed format
Problem solving	• Presents findings using systematic and analytical processes
Self-management	• Takes responsibility for providing valid and reliable research services that meet client requirements • Identifies improvement opportunities for own research practice
Teamwork	• Engages others in consultation and negotiations
Technology	• Accesses, organises and presents information using main features of digital tools and systems

Unit Mapping Information

Supersedes and is equivalent to CUARES402 Conduct research.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5