



Australian Government

Department of Education, Employment and Workplace Relations

CHCPOL3A Undertake research activities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Implementing research relevant to operations of the organisation.
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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

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Element	Performance Criteria
1 Prepare a research plan	1.1 The views and interests of stakeholders are reflected in the research methodology and it and is compatible with ethical considerations 1.2 The research methodology is selected for suitability to the needs, purposes and resources and

- maximising credibility of outcomes
- 1.3 Research strategies are selected and used which are appropriate to the client group, the subject matter being researched, the resources available and the outcomes sought
- 1.4 Strategies for validating research outcomes are incorporated within the research plan
- 2 Implement appropriate research strategies
 - 2.1 Resources needed to conduct research are determined and allocated
 - 2.2 All relevant information is collected in a timely manner and recorded and stored to ensure validity, confidentiality and security
 - 2.3 A representative range of people and groups with an interest in the issues is identified and consulted in appropriate ways to ensure the validity of outcomes
 - 2.4 Consultation is undertaken according to the agreed practices and protocol of own and other agencies
 - 2.5 Consideration of cultural sensitivities and ethical issues is imbedded in all consultation
- 3 Organise and analyse information
 - 3.1 Information is organised in a form which allows analysis and is suitable for the purpose of the research
 - 3.2 Patterns and explanations developed are derived from the data to ensure validity and reliability
- 4 Report the findings of the research
 - 4.1 Complete and accurate details of the research methodology, information and analysis are reported in an accessible and useable style and format
 - 4.2 Opportunities are provided for the validation of the research findings
 - 4.3 The results of the research are reported and made available to all relevant stakeholders

Required Skills and Knowledge

Not applicable.

Evidence Guide

This unit is based on the draft national correctional services standards unit of the same name.

Critical aspects of assessment:

Carrying out research activities that are directly relevant to the organisation.

Essential knowledge:

Current and suitable research methodologies
Consultation methods, protocols and practice
Information systems, manual and electronic
Report presentation
Cultural implications of research methods
Cultural analysis of information
Cultural knowledge and ownership issues

Essential skills:

Consultation methods
Complex communication
Negotiation with a wide range of known and unknown stakeholders
Interpretation and analysis of data
Networking
Written/oral presentation

Resource implications:

Access to appropriate workplace where assessment can take place.

Consistency in performance:

Assessment may include observations, questioning and evidence gathered from the workplace
It is recommended that assessment take place on one or more occasions but must include all aspects of research activities - preparing, implementing, analysing, and reporting on research

Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions. This may include the use of languages other than English and alternative communication systems.

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Range Statement

The contexts for undertaking research may include:

Preparation of a range of organisational information for policy development, strategic planning, marketing and promotion services, planning new services, reviewing existing services, providing advice to management

Responsibility for research specific to a service, its clients, interests and relationship with the wider community

Responsibility for research for specific client interests and issues

Key people or stakeholders may be:

Within the organisation

In other areas of delivery and other services, agencies

In the education/training field

Other specialists

Management

Community leaders

Clients of the service delivery

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Unit Sector(s)

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