



Australian Government

Department of Education, Employment and Workplace Relations

CHCPOL5A Manage research activities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Initiating, managing and acting upon research and the resultant recommendations.
Initiating, managing and acting upon research and the resultant recommendations

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 1. Initiate research efforts	1.1 The need for further research is identified and defined and proposals developed in consultation with relevant stakeholders 1.2 Research concepts, designs and proposals are developed and tested with relevant stakeholders

- according to needs, timeframes, resources and desired outcomes
- 1.3 The feasibility of research proposals is assessed against determined criteria
 - 1.4 Opportunities are provided to encourage participation in research activities
 - 1.5 Issues related to ethics, validity and reliability are incorporated in research designs
- 2 2. Identify and acquire resources
- 2.1 Strategies are devised and implemented to obtain and make use of the necessary human, financial and physical resources to ensure research outcomes
 - 2.2 All written and oral submissions are made to obtain the resources and address the standard requirements of funding and the usual practice of the organisation
- 3 3. Supervise research being undertaken
- 3.1 A work plan and budget is implemented taking account of resource and time constraints and negotiated with all research workers, and participants, if relevant
 - 3.2 Progress against the work plan and budget is monitored on a regular basis and changes made as necessary
 - 3.3 Opportunities for feedback, support, advice and debriefing for research workers are created and acted on to ensure the quality of the outcomes
 - 3.4 Opportunities are created for stakeholders to evaluate the research findings and process
- 4 4. Interpret and act on analysis of research
- 4.1 The analysis and recommendations are derived from the research and satisfy the desired outcomes
 - 4.2 The validity and reliability of the research findings is tested against the original research plan and confirmed with key stakeholders
 - 4.3 Where appropriate, recommendations are made for actioning research results

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical aspects of assessment:

Ability to design research
Ability to interpret and analysis of research
Demonstrated ability to complete submission process
Manages people in a research environment

Essential knowledge:

Management of research models/practices
Project management models/practices
Research ethics and codes of conduct
Consultation models/practices
Resource management models/practices
People management models/practices

Essential skills:

Development of consultation protocols
Facilitation of consultation
High level of communication
Negotiation
Management of equipment, materials funding
Use of technology
Analysis

Resource implications:

Access to appropriate workplace where assessment can be conducted, or
Simulation of realistic workplace setting for assessment

Consistency in performance:

Assessment may include observations, questioning and evidence gathered from the workplace
Assessment may take place on one occasion but must include evidence of all aspects of managing research activities
Competence may be demonstrated working individually or under guidance of or as a member of a team with specialist Occupational Health and Safety staff or managers

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 initiating and co-ordinating research include:

Preparation of a range of data:

Policy making

Strategic planning

Marketing

Service development and delivery

Initiating and co-ordinating research will be carried out within requirements established by:

Research codes of ethics and protocols

Organisational mission, outcomes and objectives

Organisation's program standards

State and commonwealth legislation

Key stakeholders

Criteria to assess the research proposal will include:

The size and nature of the research sample, i.e. who and how many will be researched

Research methods

Purpose of research and for whom

The human, financial and physical resources required

The nature and scope of the information to be gathered

The timetable

Effectiveness of the research will be based on:

The value of its usefulness

The feasibility of implementing the recommendations

The findings of previous and current research

Available time and resources

The value of the information and data

The quality and credibility of the methodology

Resources will include:

Specialist researchers

Funding

Previous research data written, oral and audio-visual sources

Equipment - e.g. computer, electronic recording equipment, etc.

Funding proposals will include:

Submissions

Tenders

Expressions of interest

Sponsorship

Fee for service

Contracting

Funding sources can include:

Government - State and Federal

Philanthropic agencies

Private business and sponsorship

Bequests, donations and other private grants

Money raised by fundraising events

Sale of resources

Support and promotion will include:

The promotion and dissemination of information about the benefits of the research
Organisation of meetings/forums for broader involvement and interaction with stakeholders
Recruitment of people with research skills and experience
Recruitment of resources and funding

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Unit Sector(s)

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