



Australian Government

Department of Education, Employment and Workplace Relations

CHCPOL505B Manage research activities

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to initiate, manage and act upon research and the resultant recommendations

Application of the Unit

Application

This unit may apply in a range of community service contexts

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. *Initiate research* efforts

1.1 Identify and define need for further research and develop proposals in consultation with relevant stakeholders

1.2 Develop research concepts, designs and proposals and test with relevant stakeholders according to needs, timeframes, *resources* and desired outcomes

1.3 Assess feasibility of research proposals against determined *criteria*

1.4 Provide opportunities to encourage participation in research activities

1.5 Incorporate issues related to ethics, validity and reliability in research designs

2. Identify and acquire resources

2.1 Devise and implement strategies to obtain and use necessary human, financial and physical resources to achieve research outcomes

2.2 Make written and oral submissions to obtain the resources, addressing standard requirements for *funding* and usual organisation practice

ELEMENT**PERFORMANCE CRITERIA****3. Supervise research being undertaken**

- 3.1 Implement work plan and budget, considering resource and time constraints, and negotiate with all research workers and participants, if relevant
- 3.2 Regularly monitor progress against the work plan and budget and make changes as necessary
- 3.3 Create and act on opportunities for feedback, support, advice and debriefing for research workers to ensure quality outcomes
- 3.4 Create opportunities for stakeholders to *evaluate research* findings and process

4. Interpret and act on analysis of research

- 4.1 Derive recommendations from analysis of the research to address desired outcomes
- 4.2 Test validity and reliability of research findings against original research plan and confirm with key stakeholders
- 4.3 Where appropriate, make recommendations for actioning research results

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- 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:

It is critical that the candidate demonstrate the ability to:

- Design research
- Interpret and analyse research
- Complete submission process
- Manage people in a research environment

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Develop consultation protocols
- Facilitate consultation
- Demonstrate application of skills in:
 - high level communication
 - negotiation

REQUIRED SKILLS AND KNOWLEDGE

- management of equipment, materials funding
- use of technology
- analysis

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- 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
- Assessment must include evidence of all aspects of managing research activities

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities
- Context of and specific resources for assessment:*
- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
 - Resource requirements for assessment of this unit include access to:
 - an appropriate workplace where assessment can take place, or simulation of realistic workplace setting for assessment
- Method of assessment:*
- Assessment may include observations, questioning and evidence gathered from the workplace

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

The contexts for initiating and coordinating research include:

- Preparation of a range of data:
 - policy making
 - strategic planning
 - marketing
 - service development and delivery

Initiate research will be carried out and coordinated within requirements established by:

- Research codes of ethics and protocols
- Organisation 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

RANGE STATEMENT

Evaluate 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

Unit Sector(s)

Not Applicable