

RESEARCH STUDY

UNIT CODE: 0416 551 11A

TVET CDACC UNIT CODE: BUS/CU/HRM/CC/04/6/MA

Duration of Unit: 100 Hours

Relationship to Occupational Standards.: this unit addresses the Unit of Competency: Conduct Research Project

UNIT DESCRIPTION

This unit covers the competencies required to carry out research study. It includes: writing research study introduction, reviewing research literature, designing research study methodology, analyzing research study findings, summarizing research study findings and compiling research report.

Summary of Learning Outcomes

S/No	ELEMENTS	DURATION (HOURS)
1	Write research study introduction	23
2	Review research literature	20
3	Design research study methodology	18
4	Analysis study findings	12
5	Summarize research study findings	12
6	Compile research report	15
	Total	100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Write Research Study Introduction	1.1 Developing research title. 1.2 Research variables 1.2.1 Independent variables	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report

	1.2.2 Dependent variables 1.2.3 Moderating variables 1.3 Formulate research objectives 1.4 Formulate research questions 1.5 Background to the study 1.5.1 Global 1.5.2 Regional 1.5.3 Local 1.6 Statement of the problem 1.7 Significance of the study 1.8 Scope of the study 1.8.1 Study focus 1.8.2 Study population 1.8.3 Study variables 1.9 Limitations of the study	• Oral questions
2. Research Literature	2.1 Relevant theories of the study 2.2 Empirical literature review 2.3 Conceptual framework 2.4 Research gaps	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions

3. Design Research Study Methodology	3.1 Research designs 3.2 Target population 3.2.1 Finite 3.2.2 Infinite 3.3 Sampling techniques 3.3.1 Probability 3.3.2 Non-probability 3.4 Data collection tools 3.4.1 Questionnaires 3.4.2 Interview schedules 3.4.3 Observations 3.5 Data analysis techniques 3.5.1 Quantitative 3.5.2 Qualitative 3.6 Data presentation methods 3.6.1 Tables 3.6.2 Charts	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions
4. Analyze Study Findings	4.1 Response rate 4.2 Data analysis techniques 4.3 Data interpretation 4.4 Data presentation	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions
5. Summarize Research Study Findings	5.1 Study findings 5.2 Research recommendations 5.3 Suggestions for further studies	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report

		• Oral questions
6. Compile Research Report	6.1 Preliminary review 6.2 Organization of research report 6.2.1 Cover page 6.2.2 Declaration 6.2.3 Dedication 6.3 List of references 6.4 Appendices 6.4.1 Letter 6.4.2 Introduction 6.4.3 Data collection tools 6.4.4 Work plan 6.5 Research report proofreading 6.5.1 Change of tenses from future tense to past tense 6.5.2 Appropriate line spacing 6.5.3 Appropriate font style and font size 6.6 Report binding 6.6.1 Spiral 6.6.2 Case/hard cover	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions

Suggested delivery methods

- Demonstration
- Practical work by trainee
- Fieldwork and benchmarking
- Group discussions
- Case studies
- Role play

List of Recommended Resources for 30 trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Textbooks		5 pcs	1:6
2.	PowerPoint presentations	For trainer's use		
3.	Projector		1	1:30
4.	Whiteboard		1	1:30
5.	Report writing templates			
6.	Rolls flip charts		1	1:30
7.	Assorted color of whiteboard markers	For trainers Use		
B	Learning Facilities & infrastructure			
1.	Lecture/theory room		1	1:30
2.	Computer Laboratory		1	1:30
C	Consumable materials			
1.	Assorted whiteboard markers		30	1:1
2.	Internet connection		200 mbps	-
3.	Antivirus Software			-
4.	Printing Papers		Enough	-
5.	External storage media		1 tb	-

D	Tools and Equipment			
1.	Printers		2 pcs	2:30
2.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software	30pcs	1:1
3.	Mobile phones		10	10:30

References

- Organization operating procedures
- Industry/workplace codes of practice
- Text books
- HRM Journals
- Magazines
- E-learning resources