

CARRY OUT RESEARCH STUDY

UNIT CODE: 0416 551 11A

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

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, analysing research study findings, summarizing research study findings and compiling research report.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range.</i>
1. Write research study introduction	1.1 Appropriate research title is established as per area of specialization 1.2 <i>Research variables</i> are identified in line with research title 1.3 Research objectives are formulated in line with research variables 1.4 Research questions are formulated as per research objectives 1.5 <i>Background to the study</i> is developed as per research title 1.6 Statement of the problem is formulated as per background of the study 1.7 Significance of the study is established as per stakeholder needs 1.8 <i>Scope of the study</i> is specified as per research title 1.9 Limitations of the study are identified as per scope of study
2. Review research literature	2.1 Relevant theories of the study are described as per research objectives 2.2 Empirical literature is reviewed as per research objectives

	2.3 Conceptual framework is formulated as per research variables 2.4 Research gaps are identified as per empirical literature review
3. Design research study methodology	3.1 Relevant research designs are identified as per type of research study 3.2 Target population is established as per scope of study 3.3 Sample and sampling techniques are identified as per target population 3.4 Data collection tools are formulated as per research objectives 3.5 Data is appropriately collected as per research objectives 3.6 Data analysis techniques are identified as per type of study 3.7 Data presentation methods are identified as per type of study
4. Analyze study findings	4.1 Response rate is generated as per research instrument 4.2 Data analysis is carried out as per response rate 4.3 Data analysis results are presented as per presentation methods
5. Summarize research study findings	5.1 Findings of study are concluded as per data analysis results 5.2 Recommendations are generated in line with research findings 5.3 Room for further studies is suggested as per research study findings
6. Compile research report	6.1 Preliminary pages are prepared as per institutional requirements 6.2 Research report is organized as per institutional requirements 6.3 List of references are compiled as per institutional requirements

	6.4 <i>Appendices</i> are attached as per institutional requirements
	6.5 Research report is <i>proofread</i> as per institutional requirements
	6.6 Research report is <i>bound</i> as per institutional requirements

RANGE OF VARIABLES

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
1. Research variables may include but not limited to:	1.1 Independent variables 1.2 Dependent variables 1.3 Moderating variables, etc.
2. Background to the study may include but not limited to:	2.1 Global 2.2 Regional 2.3 Local
3. Scope of the study may include but not limited to:	3.1 Study focus 3.2 Study population 3.3 Study variables, etc.
4. Research designs may include but not limited to:	4.1 Descriptive survey 4.2 Correlations 4.3 Experimental, etc.
5. Population may include but not limited to:	5.1 Finite 5.2 Infinite
6. Sampling techniques may include but not limited to:	6.1 Probability 6.2 Non-probability
7. Data collection tools may include but not limited to:	7.1 Questionnaires 7.2 Interview schedules 7.3 Observations, etc.
8. Data analysis techniques may include but not limited to:	8.1 Quantitative 8.2 Qualitative

9. Data presentation methods may include but not limited to:	9.1 Tables 9.2 Charts
10. Preliminary pages may include but not limited to:	10.1 Cover page 10.2 Declaration 10.3 Dedication, etc.
11. Appendices may include but not limited to:	11.1 Letter of introduction 11.2 Data collection tools 11.3 Work plan, etc.
12. Proofread may include but not limited to:	12.1 Change of tenses from future tense to past tense 12.2 Appropriate line spacing 12.3 Appropriate font style and font size, etc.
13. Bindings may include but not limited to:	13.1 Spiral 13.2 Case/hard cover, etc.

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency

Required Skills

The individual needs the following skills:

- Analytical
- Time management
- Critical thinking
- Academic writing
- Attention to detail
- Problem-solving
- Language skills
- Formatting skills
- Organization
- Summarizing
- Originality

Required Knowledge

The individual needs knowledge of:

- Communication
- Basic statistics
- Research engines
- Digital literacy
- Research engines
- Time management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with performance criteria, required skills, knowledge, and range.

1. Critical Aspects of Competency	<i>Assessment requires that the individual:</i> 1.1 Established appropriate research title as per area of specialization 1.2 Identified research variables in line with research title 1.3 Formulated research objectives in line with research variables 1.4 Developed background to study as per research title 1.5 Formulated statement of problem as per institutional requirements 1.6 Specified scope of study as per research title 1.7 Described relevant theories of study as per research objectives 1.8 Reviewed empirical literature as per research objectives 1.9 Formulated conceptual framework as per research variables 1.10 Identified relevant research designs as per type of research study 1.11 Established target population of study as per the scope of study
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	1.12 Identified sample and sampling techniques as per target population 1.13 Formulated data collection tools as per research objectives 1.14 Identified data analysis techniques as per type of study 1.15 Identified data presentation methods as per type of study 1.16 Generated response rate as per research instrument 1.17 Carried out data analysis as per response rate 1.18 Presented data analysis results as per presentation method 1.19 Carried out qualitative analysis as per institutional requirements 1.20 Concluded findings of the study as per data analysis results 1.21 Generated response rate as per research instrument 1.22 Prepared preliminary pages as per the institutional requirements 1.23 Organized research report as per the institutional requirements 1.24 Compiled list of references as per the institutional requirements 1.25 Attached appendices as per the institutional requirements 1.26 Proofreading research report as per the institutional requirements 1.27 Spiral bound research report as per the institutional requirements
2.Resource implications	The following resources should be provided: 2.1Appropriately simulated environment where assessment can take place. 2.2Access to relevant work environments where assessment can take place. 2.3Resources relevant to the proposed activities or task.
2. Methods of Assessment	Competency in this unit may be assessed through:

	3.1 Practical 3.2 Projects 3.3 Poe evaluation 3.4 Third party reports 3.5 Written tests
3. Context of Assessment	4.1 The competency may be assessed in a workplace or a simulated workplace
4. Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

CORE UNITS