



Oxford Cambridge and RSA

<b>Unit Title:</b>	<b>Research information</b>
OCR unit number	218
Sector unit number	Y/601/2488
Level:	2
Credit value:	4
Guided learning hours:	17

## Unit purpose and aim

This unit is about organising suitable data that has been researched using different sources of information.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	<b>Exemplification</b>
<b>The Learner will:</b> 1. Understand procedures for researching information	<b>The Learner can:</b> 1.1 Give reasons for agreeing objectives and deadlines for researching information 1.2 Give reasons for identifying and agreeing sources of information 1.3 Explain the purpose of recording and storing information researched	Learning outcome 1 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.
2. Be able to research information for others	2.1 Agree aims, objectives and deadlines for the information search 2.2 Identify sources of information 2.3 Search for and obtain data 2.4 Check that data is suitable for the purpose of the research 2.5 Record the data and store it securely 2.6 Make a record of information sources used 2.7 Meet deadlines for completing research	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to research information

## Assessment

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This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

## Evidence requirements

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A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Work requests
- Work plans
- Examples of information sources i.e. screen prints if computer based research
- Records of information sources used and where data stored
- Completed task

## National Occupational Standards (NOS) mapping/signposting

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This unit is based on the NOS BAD323 Research Information.

NOS can be viewed on the CfA website at <http://www.cfa.uk.com> or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

## Functional skills signposting

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This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.gcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

## Resources

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Access to a working environment with associated equipment and resources

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .