

Unit Title:	Undertake research on behalf of the service
OCR unit number	Unit 18
Level:	6
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's critical understanding of how to undertake and report on research undertaken on behalf of the service.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <p>1. Understand the research requirements of the careers information, advice and guidance service and its clients</p>	<p>The learner will:</p> <p>1.1 critically analyse the research requirements of the service and its clients</p> <p>1.2 analyse the legislative and service policies governing research</p>
<p>2. Understand research methods used in careers information, advice and guidance services</p>	<p>2.1 critically evaluate research methods used in careers information, advice and guidance services</p> <p>2.2 analyse the service's research processes</p> <p>2.3 critically evaluate research dissemination and presentation methods used by careers information, advice and guidance services</p>
<p>3. Be able to agree research requirements for career information, advice and guidance</p>	<p>3.1 review previous research related to research requirements</p> <p>3.2 negotiate research objectives and evidence requirements with colleagues, stakeholders and clients</p> <p>3.3 agree research dissemination strategies aligned to organisation and client needs</p> <p>3.4 agree client involvement in the research process in accordance with the service procedures</p>

Learning Outcomes	Assessment Criteria
4. Be able to source evidence and information to meet the needs of the service and its clients	4.1 Identify the scope and characteristics of research evidence and information requirements 4.2 review sources of evidence and information required to achieve research objectives 4.3 negotiate access to sources of evidence and information 4.4 collect evidence and information to meet research objectives
5. Be able to analyse research evidence and information	5.1 analyse research evidence and information 5.2 synthesise research outcomes to draw conclusions 5.3 justify unexpected research findings 5.4 record the outcomes of research in accordance with service requirements
6. Be able to report on research outcomes to meet the needs of the service and its clients	6.1 present research findings to meet the requirements of the service and its clients 6.2 reference evidence and information in accordance with service protocols

Assessment

This unit is internally assessed and externally verified by OCR Assessors. Simulations are not allowed.

To achieve a Pass, candidates must produce evidence which meets all of the assessment criteria.

Evidence requirements

All evidence of a candidate's performance must be generated in the workplace. Candidates must produce their own work and assessors use a range of assessment methods. Candidates may provide evidence of knowledge and understanding prior to, or during the assessment phase. Further information regarding suitable forms of evidence can be found in the OCR Level 4 Diploma in Career Information and Advice Centre Handbook.

Guidance on assessment and evidence requirements

In order to provide appropriate evidence to meet the assessment criteria for this unit, direct observation may be used. Other suitable evidence could include:

- research report
- assignment/report evaluating a range of research methods and how to present results
- witness testimony (LO2, LO5)

Additional information

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 .