Overview

This standard is about researching information. It includes identifying and recording appropriate sources of information, selecting relevant, valid and reliable data and recording and storing the data securely. It is for administrators who research information as part of their role.

Performance criteria

You must be able to:

P1 agree aims, objectives and deadlines for the information search
P2 identify sources of information required for research
P3 search for and obtain information
P4 check information is suitable for the purpose of the research
P5 meet deadlines for completing research
P6 identify and select relevant, valid and reliable data
P7 record the data and store it securely
P8 make a record of information sources used
P9 get feedback on what has been researched, if necessary

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Knowledge and understanding

You need to know and understand:

K1   the types of information to be obtained for analysis

K2   how to identify and agree appropriate sources of information

K3   the different techniques to search for relevant information

K4   what constitutes relevant, valid and reliable data

K5   how to make a record of sources of information and its purpose

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Additional Information

Skills

1. analysing
2. communicating
3. decision making
4. organising
5. planning
6. presenting information
7. researching
8. using technology
9. problem solving

Links to other NOS
Document Production; IT; Health, Safety and Security of People, Premises and Property; Manage Information

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Research information

Developed by	Skills CFA
Version number	2
Date approved	January 2013
Indicative review date	December 2016
Validity	Current
Status	Original
Originating organisation	Skills CFA
Original URN	CFABAD323
Relevant occupations	Business, Administration and Law; Administration; Administration and Secretarial Occupations
Suite	Business and Administration (2013)
Key words	Business; administration; information; data; analyse; research