

SFJCCZA3

Research, prepare and present information from a variety of sources



Overview

This unit covers researching and collating information from different sources and in different formats on behalf of someone else, and presenting that information in a required layout and format.

There are two elements

- 1 Research, locate and select information from a variety of sources
- 2 Integrate, prepare and supply information from a variety of sources

Target Group

This unit applies to all custodial care staff who are responsible for researching, collating and supplying information on individuals in custody and other related issues.

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Performance criteria

Research, locate and select information from a variety of sources

You must be able to:

- P1 agree and record clear requirements for the information you have been asked to research and locate
- P2 identify information sources that meet these requirements
- P3 establish any permission or conditions that might apply to searching for and using the information
- P4 use any specialist support that may be available
- P5 correctly use efficient research methods to locate the required information
- P6 select the information that meets the specified requirements

Integrate, prepare and supply information from a variety of sources

You must be able to:

- P7 agree and record how the information should be integrated and presented
- P8 integrate the information as agreed
- P9 choose a document style that is appropriate to the purpose that the information will be used for
- P10 acknowledge the sources of information you have used
- P11 meet any conditions placed on the use of the information
- P12 check that the final document meets with the approval of the person who requested it, or make any amendments accordingly

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Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 why it is important to agree and record requirements and make sure that they have been met
- K2 the basic requirements of relevant legislation covering information searches and the use of information
- K3 other conditions and legal requirements that may apply, in particular confidentiality, data protection and copyright

Researching, locating and selecting information from a variety of sources

You need to know and understand:

- K4 the range of information sources commonly used by your team to locate information, and how to use these
- K5 any sources of specialist information support that you could draw on, and how to access these
- K6 how to carry out effective and efficient information searches relevant to the research area
- K7 the importance of maintaining the goodwill of the source of information you are using, and how not to lose this goodwill

Integrating, preparing and supplying information from a variety of sources

You need to know and understand:

- K8 the standard document styles used in your team, and how to select a style appropriate to the document's purpose
- K9 how to present documents using these styles
- K10 why you should acknowledge the information sources you have used, and how to do so

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