

Competency Unit	BSBRES401A Analyse and present research information			
Unit Descriptor	<i>This unit of competency This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.</i>			
Client Candidate Name	Third Party Employer Representative Name		RTO Assessor Name	
Signature	Signature		Signature	
Date	Date		Date	
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>	Client <input type="checkbox"/>	Colleague <input type="checkbox"/>
Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>				

Skills and Attitudes Assessment

How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to an actual workplace or simulated environment; access to office equipment and resources; examples of research tasks and resources. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: ;direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; analysis of responses to case studies and scenarios; demonstration of techniques; observation of presentations; review of documentation outlining recommendations and issues; review of reports outlining research findings. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>	Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3	Notes by Assessor
		Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor	
		Yes No	Yes No	Yes No	
	<i>literacy skills to read, write and understand a variety of texts; and to edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>problem-solving skills to deal with information which is contradictory, ambiguous, inconsistent or inadequate</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>technology skills to select and use technology appropriate to a task</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>research skills to identify and access information.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>presenting information and data.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>maintaining and handling data and documents systematically</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>analysing and interpreting data to support organisational activities.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>knowledge of research processes and strategies to identify new sources of information.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Manages a number of different tasks within the job.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Responds to problems, breakdowns, changes to routine</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Demonstrates a positive attitude and responsibility to work</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

RTO (Office) use only The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined **Yes** **No**

<p>Gather and organise information</p> <p><i>Gather and organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements</i></p> <p><i>Access information held by the organisation ensuring accuracy and relevance in line with established organisational requirements</i></p> <p><i>Ensure that methods of collecting information are reliable and make efficient use of resources in accordance with organisational requirements</i></p> <p><i>Identify research requirements for combining online research with non-electronic sources of information</i></p> <p><i>Use business technology to access, organise and monitor information in accordance with organisational requirements</i></p> <p><i>Update, modify, maintain and store information, in accordance with organisational requirements</i></p>	<p>Research and analyse information</p> <p><i>Clearly define objectives of research ensuring consistency with organisational requirements</i></p> <p><i>Ensure that data and research strategies used are valid and relevant to the requirements of the research and make efficient use of available resources</i></p> <p><i>Identify key words and phrases for use as part of any online search strategy, including the use of Boolean operators and other search tools</i></p> <p><i>Use reliable methods of data analysis that are suitable to research purposes</i></p> <p><i>Ensure that assumptions and conclusions used in analyses are clear, justified, supported by evidence and consistent with research and business objectives</i></p>	<p>Present information</p> <p><i>Present recommendations and issues in an appropriate format, style and structure using suitable business technology</i></p> <p><i>Structure and format reports in a clear manner that conforms to organisational requirements</i></p> <p><i>Report and distribute research findings in accordance with organisational requirements</i></p> <p><i>Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements</i></p>
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Feedback provided to candidate: Candidate signature:

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Assessment Outcome **Competent** **Not yet competent** **Candidate appeals the outcome** **Yes** **No** **Initials.....** *Details of appeal:*

Knowledge Assessment	
Competency Unit	<i>BSBRES401A Analyse and present research information</i>
I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached <input type="checkbox"/>	

Alternatively:
For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.

Gather and organise information (Use the following as a guide to your answer)

- **Gather and organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements**
- **Access information held by the organisation ensuring accuracy and relevance in line with established organisational requirements**
- **Ensure that methods of collecting information are reliable and make efficient use of resources in accordance with organisational requirements**

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- **Identify research requirements for combining online research with non-electronic sources of information**
- **Use business technology to access, organise and monitor information in accordance with organisational requirements**
- **Update, modify, maintain and store information, in accordance with organisational requirements**

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Initials of Trainer/Assessor _____

Initials of Candidate _____

