Administration (Business Professional)

Unit Title: **Carry out research and prepare a report**

OCR unit number: 22

Level: 3

Credit value: 4

Guided learning hours: 36

Unit reference number: F/505/7060

Unit purpose and aim

This unit allows learners to plan how information will be gathered for a specific project or business proposal, create documentation to help gather it and carry out the research by talking to people and accessing a variety of reference sources. This unit enables learners to use analytical skills to select relevant information and organise this reference material into an effective written report.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills

The Learner will:
1   Be able to research business information for specific purposes
	The Learner can:
	1.1 Plan research projects following organisational procedures including:
	   • setting targets
	   • considering timescales
	
	1.2 Undertake analytical business research following organisational procedures
		• The importance of:
		   – researching information efficiently and accurately
		   – assessing information for its accuracy, validity and reliability
		   – the types of information to obtain and analyse
		   – agreeing aims, objectives and deadlines
		   – relevant information sources and search methods
		   – maintaining a record of sources used and how to do so
		   – organising information in a way that will help analyse it
		   – different formats that may be required when reporting information
		   – Copyright laws
		• Research techniques - know how to:
		   – plan and organise own time effectively
		   – correctly identify and locate sources of information
		   – use the internet and other electronic storage systems to select and extract relevant information
		   – analyse and extract data for specific purposes
		   – interpret statistical and non-statistical information

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
2 Be able to produce written business reports	2.1 Produce written business reports including: • Terms of reference • Procedures • Findings • Conclusion • Recommendations • Appendices • Bibliography	• Use formal report structures • Use summarising techniques • Present research information to ensure maximum impact • Organise information into a suitable form for decision making • Communicate effectively with colleagues at all levels • Clearly identify the methodology used and the benefits of the research and fully explain the limitations of the project • Understand the importance of: − Making clear distinctions between findings and interpretation − Ensuring that conclusions drawn from relevant information are based on reasoned argument and appropriate evidence • Need to ensure recommendations for further action are: − In line with research objectives − Clear and logically presented − Supported by the data from the research

Assessment

This unit is assessed by the centre and sent to OCR for moderation.

Guidance on assessment and evidence requirements

This unit is assessed using a model assignment. OCR has produced a model assignment for each unit which centres may use for the purpose of assessment. The model assignment contains a scenario or real-life situation and related tasks which are based on the assessment criteria of the unit.

Centres may either use the model assignment as an entire, holistic assessment for an individual unit, adapt it to suit individual candidates' needs or devise their own assignment. If they choose to adapt the assignment or devise their own assignment they must ensure that the modified assignment will provide candidates with sufficient opportunity to demonstrate achievement of all the assessment criteria in the unit.

Please refer to the model assignment for this unit which can be found on the OCR website www.ocr.org.uk .

Functional skills signposting

The functional skills mapping for this unit is detailed in the centre handbook which can be found on the OCR website www.ocr.org.uk .

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 .