

Unit Title:	Carry out research and prepare a report
OCR unit number:	38
Credit value:	4
Level:	3
Guided learning hours:	36
Unit reference number:	T/502/3858

Unit aim and purpose

By completing this unit learners will be able 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 sources. They will be able to use analytical skills to select relevant information and organise this reference material into an effective written report.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Be able to research business information for a specific purpose</p>	<p>The Learner can:</p> <p>1.1 Plan effective methods of undertaking research, setting realistic targets and timescales</p> <p>1.2 Undertake detailed research for a specific business purpose within a given timescale</p> <p>1.3 Select and collate information which is relevant and current</p>
<p>2 Be able to produce a formal written business report</p>	<p>2.1 Produce an accurate, comprehensive, formal written report including</p> <ul style="list-style-type: none"> • Terms of reference • Procedures • Findings • Conclusion • Recommendations • Appendices • Bibliography

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

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.