
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.

CFABAD323 SQA Unit Code FD98 04

Research information

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

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

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