



Unit title	Identify sources of information and present findings
SQA Unit code	H6P4 04
SCQF level	6
SCQF credit points	5
SSC Ref	CDM10

History of changes to Unit

Publication date: February 2014

Version: 01

Version	Description of change	Date

© Scottish Qualifications Authority 2014

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Identify sources of information and present findings

Unit summary

Title:	Identify sources of information and present findings	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Be able to identify sources of information	1.1	Identify different types of research resources available, explaining their suitability for particular productions
	1.2	Identify potential sources of information relevant to the research brief
	1.3	Establish initial contact with relevant parties to identify their potential to contribute to the brief
	1.4	Maintain accurate, comprehensive and up to date records of all information sources
2 Be able to obtain information from identified sources	2.1	Gather appropriate information from written and/or online sources
	2.2	Devise relevant questions based on research findings
	2.3	Use appropriate methods of questioning to elicit the required information from relevant personnel
	2.4	Explain where any additional information required may be found
	2.5	Check any inconsistent or contradictory information
3 Be able to present findings	3.1	Review the suitability of information gathered, selecting material relevant to the research brief
	3.2	Present findings clearly and succinctly using an agreed format and within stated deadlines
4 Understand legal and regulatory issues relevant to identifying sources of information	4.1	Identify and comply with commercial, legal and ethical considerations which apply when contacting relevant parties
	4.2	Explain and comply with codes of practice, copyright and other relevant regulations

Additional information about the Unit
Unit purpose and aim(s)
This unit assesses the ability to identify relevant information and people in order to fulfil the research brief. Learners will be able to find suitable people to assist in the process, keeping contact lists up to date. They will collate and assess information from various sources and take legal, compliance and copyright considerations into account. They will be expected to present research findings clearly to decision makers.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS (SKSP10) developed by Creative Skillset.
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Evidence for this Unit should be generated in the workplace or a real work environment under normal commercial operating conditions. Simulation is only acceptable under certain circumstances, please refer to section 4.1 of Creative Skillset's 'Principles of Assessment for use with SVQs and competency-based qualifications in the SCQF'

Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of candidates in the workplace.

Acceptable types of evidence

The following sources of evidence can be used in the assessment of the competency based learning outcomes:

- Direct observation of learners carrying out the relevant task;
- Portfolios (hard-copy and digital);
- Inspection and evaluation of products produced (this includes electronic evidence where appropriate);
- Questioning of learners to support performance;
- Simulation where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment');
- Expert Witness where specific expertise is required;
- Supplementary evidence (i.e. Witness Testimony);
- Recorded Internal competency assessments carried out as part of a structured in-company approach (i.e. ISO9000). Assessors should carry out only confirmatory observation.

For knowledge based learning outcomes the following sources of evidence can be used:

- Oral or written exams/test;
- Portfolios (hard-copy and digital);
- Presentations;
- Simulation on where agreed (see section 4.1 see section 4.1 of Creative Skillset's 'Principles of Assessment');
- Assignments;
- Projects;
- Case studies.
- Professional Discussion

Please note: This is not an exhaustive list, all of the assessment methods associated with effective delivery and assessment of qualifications that attest to occupational competency may be used.

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website:

http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf