
Overview

This standard covers the production of a research report. This is a formal document that details the findings, conclusions and recommendations from a piece of research. It may be produced by the researcher from data he or she has gathered or be based on research carried out by others.

It is expected that the final document will include a bibliography and referencing, in line with accepted conventions relevant to the scale of the research and the audience. The document may range from an internal research report to a formal document for publication.

This standard is suitable for those with responsibility for producing research reports.

LANEnC35 (SQA Unit Code - HA0W 04)

Produce a research report

Performance criteria

You must be able to:

- P1 produce a report that contains findings in a format appropriate to its purpose and in line with relevant legal, ethical, organisational and customer requirements
- P2 ensure that your report contains the required supporting data in accordance with requirements
- P3 present findings in a format, language and style suitable for their audience
- P4 record accurately issues of copyright and intellectual property rights
- P5 include all relevant bibliographic references in line with current conventions
- P6 acknowledge collaborators, contributors and funding sources when producing a research report
- P7 make the report available to the appropriate people within the required timescale
- P8 maintain confidentiality of the information in accordance with requirements

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Produce a research report

Knowledge and understanding

You need to know and understand:

- K1 methods of presenting research findings and how to apply them to a research report
- K2 the importance of using secondary research data to support the conclusions and recommendations in a research report
- K3 relevant regulatory, legal and ethical requirements affecting the presentation, publication and dissemination of information
- K4 your target audience and their requirements for the presentation of findings
- K5 the timescales within which reporting must take place and the reasons for this
- K6 your organisation or customer requirements and expectations regarding style, content and presentation of research findings e.g. house style, requirements of scientific journals
- K7 current conventions in respect of bibliography and referencing of information
- K8 the appropriate people to receive copies of the report
- K9 sources of expert advice and how to access and use these to support the content of a research report
- K10 intellectual property rights and copyright issues
- K11 the importance of confidentiality and the sensitivity of information

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Suite Environmental Conservation

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