INSBA021

J7WP 04 - Carry out and analyse research

Overview

This standard is about carrying out and analysing research. It includes planning research with stakeholders and carrying it out within the agreed timescales. You select relevant, valid, reliable and accurate data from different sources and adjust it when required. The standard also includes collating data ready for analysis and organising it in an agreed format. You use appropriate analysis techniques to produce accurate, unbiased results. You produce a research report and present your conclusions in the agreed format and get feedback on from stakeholders.

It is for professionals in business administration roles who carry out and analyse research.

Performance criteria

You must be able to:

1. define the aims and objectives of research
2. agree aims and objectives of the research with stakeholders
3. confirm the deadlines for the research report with stakeholders
4. confirm the resources available for research
5. identify the primary and secondary research methods to be used
6. select data for analysis from different sources
7. check that data is relevant, valid, reliable and accurate
8. get feedback from colleagues about the data if required
9. adjust raw data, if required
10. collate data to prepare it for analysis
11. select analysis techniques that are fit for purpose
12. use analysis techniques that match the aims and objectives of the research
13. check the accuracy of your analysis using techniques that are approved by your organisation
14. adjust the data analysis where necessary
15. produce accurate and unbiased results
16. draw conclusions from the analysis of data
17. produce a research report that meets the aims and objectives agreed with stakeholders
18. present conclusions on time and in the agreed format
19. complete the research within the agreed timescale
20. get feedback about your conclusions from stakeholders
21. apply relevant ethical frameworks to protect privacy and security of research information obtained
22. evaluate your research to identify future improvements in how you select, collate, analyse and report research

Knowledge and understanding

You need to know and understand:

1. how to define research aims and objectives
2. how to work with stakeholders to agree aims, objectives and deadlines
3. the differences between primary and secondary research methods
4. the differences between quantitative and qualitative research methods
5. the different data sources available
6. the methods that can be used to search for data
7. how to access and extract data for research
8. why data may need to be adjusted
9. the methods used to adjust data during collection and analysis
10. the techniques used to check that data is relevant, reliable, valid and accurate
11. the purpose of getting feedback on data that has been found from research
12. the different ways of organising data that has been gathered
13. how to collate and organise data for analysis
14. the analysis techniques which produce accurate and unbiased results
15. the different formats that may be required when reporting data
16. the importance of presenting data to the agreed reporting format
17. why research must be completed by the agreed timescales and the potential impact of delayed reporting
18. how to gather feedback about the research from stakeholders
19. how to evaluate research to identify and plan for future improvements
20. the relevant ethical frameworks to protect privacy and security of research information obtained
21. the legal, organisational, codes of practice and policies relevant to your role and the activities being carried out

Skills

1. analysing
2. communicating
3. decision making
4. selecting
5. planning
6. presenting information
7. researching
8. using technology
9. problem solving
10. report writing

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