

## S217: Research information

**Overview:** Research information, identifying sources of information researched and record the data that has been extracted from the sources of information.

**Links:** Document Production; IT; Health, Safety and Security of People, Premises and Property; Manage Information

**Specific skills:**

- Analysing
- Planning
- Using technology
- Communicating
- Presenting information
- Decision-making
- Problem-solving
- Organising
- Researching

### Performance Indicators

1. Agree aims, objectives and deadlines for the information search
2. Identify sources of information required for research
3. Search for and obtain information
4. Check information is suitable for the purpose of the research
5. Meet deadlines for completing research
6. Identify and select relevant, valid and reliable data
7. Record the data and store it securely
8. Make a record of information sources used
9. Get feedback on what has been researched, if necessary

### Knowledge & Understanding

- A. The purpose and benefits of researching information to achieve objectives
- B. The types of information to be obtained for analysis
- C. How to identify sources of information
- D. How to agree sources of information
- E. The different techniques to search for relevant information
- F. What constitutes relevant, valid and reliable data
- G. The purpose of maintaining a record of sources of information used
- H. How to make a record of sources of information used
- I. How to obtain feedback on the results of researching information