



## Self Assessment Checklist

### BSBRES401A - Analyse and Present Research Information

Student Name \_\_\_\_\_

### Evidence Guide

Students are required to provide evidence of the following competencies to demonstrate competency in this unit.

Evidence of the following is essential:

- Presenting information and data
- Maintaining and handling data and documents systematically
- Analysing and interpreting data to support organisational activities
- Knowledge of research processes and strategies to identify new sources of information

### Required Knowledge:

- Key provisions of relevant legislation from all levels of government that may affect aspects of business operations such as
  - Anti-discrimination legislation
  - Ethical principles
  - Codes of practice
  - Privacy laws
  - Occupational health and safety (OHS)
- Organisational record keeping/filing systems, security procedures and safe recording practices
- Organisational policies and procedures relating to distribution of workplace information and legal and ethical obligations
- Research processes and strategies to identify new sources (online and print) of information and to use them most effectively and efficiently

### Required Skills:

- Literacy to read, write and understand a variety of texts; and to edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information
- Problem solving skills to deal with information which is contradictory, ambiguous, inconsistent or inadequate
- Technology skills to select and use technology appropriate to task
- Research skills to identify and access information

## BSBRES401A – Analyse and present research information

The student must address each performance criteria under the element. The student must provide evidence of the performance criteria to be assessed. All evidence supplied must be the student's own and submitted in an original condition.

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
<b>1. Gather and organise information</b>	1.1 Gather and organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements 1.2 Access information held by the organisation ensuring accuracy and relevance in line with established organisational requirements 1.3 Ensure that methods of collecting information are reliable and make efficient use of resources in accordance with organisational requirements 1.4 Identify research requirements for combining online research with non-electronic sources of information 1.5 Use business technology to access, organise and monitor information in accordance with organisational requirements 1.6 Update, modify, maintain and store information, in accordance with organisational requirements

<b>Element</b>	<b>Performance Criteria</b>
<b>2. Research and analyse information</b>	<p>2.1 Clearly define objectives of research ensuring consistency with organisational requirements</p> <p>2.2 Ensure that data and research strategies used are valid and relevant to the requirements of the research and make efficient use of available resources</p> <p>2.3 Identify key words and phrases for use as part of any online search strategy, including the use of Boolean operators and other search tools</p> <p>2.4 Use reliable methods of data analysis that are suitable to research purposes</p> <p>2.5 Ensure that assumptions and conclusions used in analyses are clear, justified, supported by evidence and consistent with research and business objectives</p>
<b>3. Present information</b>	<p>3.1 Present recommendations and issues in an appropriate format, style and structure using suitable business technology</p> <p>3.2 Structure and format reports in a clear manner that conforms to organisational requirements</p> <p>3.3 Report and distribute research findings in accordance with organisational requirements</p> <p>3.4 Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements</p>