CCSAPAC1
Research and analyse information to achieve
objectives

Overview

This standard is for archaeologists who undertake research. It covers both researchers conducting research they have proposed, either alone or as principal investigators at the head of research teams, and researchers working as members of those teams.

A research project involves the collection and analysis of information and the timely reporting of the results. This standard includes identifying sources of information, what problems may be encountered, collecting the information to meet the needs of the research, ensuring that the information is recorded and stored correctly, recording, storing and analysing information using appropriate methods, and identifying and communicating the results of the research.

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Performance criteria	**Identify sources and availability of information**

Identify sources and availability of information

You must be able to:

P1   identify clearly the type and range of information required to achieve the research outcomes

P2   identify and evaluate sources of information (including primary and secondary sources) for their potential contribution to the research

P3   ascertain clearly the procedures that are required to access information and ensure these are complied with

P4   provide a clear explanation of the purpose of the research and the data that is likely to be relevant

P5   respect confidentiality and intellectual copyright and comply with organisational and legal and ethical constraints on the use and disclosure of information obtained

P6   identify and apply technical and ethical standards relevant to your research

Collect information to achieve research objectives

You must be able to:

P7   collect information in line with the research aims

P8   apply information collection methods correctly and consistently

P9   validate the authenticity and source of the information

P10   comply with organisational and legal requirements in the collection of data

P11   record and reference information accurately and clearly in an appropriate format

P12   observe appropriate procedures regarding the confidentially of data, intellectual property rights and relevant codes of conduct

Analyse research information

You must be able to:

P13   ensure the methods are appropriate to the type of data and the research aims

P14   analyse information accurately according to the appropriate methodology

P15   interpret and synthesise the results carefully, and draw justifiable conclusions

P16   identify any unexpected results and reviewing reasons for them with relevant people

record the results accurately and clearly in an appropriate format

Report results

You must be able to:

P20   present the results of the work clearly in a manner appropriate to its audience

P21   qualify research findings where data are insufficient or potentially unreliable

P22   acknowledge appropriately all sources of information

P23 submit the results of the work to relevant people for peer review and respond to suggestions

P24 protect confidential information in accordance with agreements and procedures

Knowledge and understanding

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K1	how to collect, record or access information using normal procedures
K2	what the research aims of the project are
K3	the sources of information relevant to the research
K4	how sub-projects contribute to the project as a whole
K5	relevant legislation and codes of practice
K6	how to obtain different types of information
K7	how to verify the authenticity of information
K8	how to validate the source of the information
K9	how to record information, and what formats to use
K10	how different types of information relate to the research aims
K11	the principles of Copyright and other relevant legislation
K12	the research aims
K13	which types of analysis method are appropriate
K14	how to summarise the results of relevant research
K15	how to communicate with different audiences
K16	how to acknowledge and cite sources of information
K17	the appropriate format and medium for reporting different types of research
K18	the procedures for peer review
K19	the publication process

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