
Overview

This Standard involves identifying relevant information and people in order to fulfil the research brief. This could be locating contributors or undertaking additional, in-depth research into a period of history or location.

It is about keeping contact lists up to date, and finding suitable people who can assist in the process. It involves collating and assessing information from various sources, and ensuring that legal, compliance and copyright considerations are taken into account.

It is about presenting research findings clearly to decision-makers. This Standard is for those involved in researching productions.

Performance criteria

You must be able to:

1. identify potential sources of information relevant to research briefs
2. establish initial contact with relevant people to identify their potential input, taking legal, ethical, equality and diversity considerations into account
3. gather appropriate information from written or online sources
4. ensure that you work within relevant codes and regulations
5. maintain accurate and comprehensive records of information sources, updating contact lists where necessary, and retaining copies of previous contact lists
6. devise questions based on research and findings
7. use appropriate methods of questioning to elicit required information
8. ascertain what additional information is required and where it can be found
9. check any inconsistent or contradictory information with appropriate sources
10. evaluate the information you have gathered for its suitability, selecting material which will best realise research briefs
11. verify sources and contributors for productions in line with organisational requirements
12. present an accurate summary of your findings to appropriate decision makers ,
13. present findings in agreed format and within stated deadlines

Knowledge and understanding

You need to know and understand:

1. the different types of research resources which are available, and which are suitable, for particular productions
2. the commercial, legal, ethical, equality and diversity considerations that apply when contacting people
3. codes of practice and other regulations that apply
4. who to contact for information
5. ways of keeping accessible and comprehensive records of contacts
6. the implications of current legislation and regulations covering Data Protection
7. how to approach potential sources of information and make initial contact in an appropriate manner
8. the style and delivery of asking questions
9. how to check sources for their validity and accuracy
10. how to create and maintain accurate notes and records of findings
11. how to ascertain what additional information is required and how to obtain it
12. how to verify sources and contributors for a production
13. formats and deadlines for presenting findings
14. who to present findings to and what information they need to know
15. how to present findings clearly and succinctly
16. what factors to take into account when assessing the suitability of information

SKSP10

Carry out and present research for film or television productions



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