
Overview

This Standard is about researching required information in order to further carry out your work. It involves planning and scheduling the research to meet those deadlines. It also requires that you identify sources, gather and interpret material or information that is relevant to the brief and use your research findings to inform your work.

Performance criteria

- You must be able to:*
- 1 confirm the scope, depth and specific objectives for the research
 - 2 confirm the timing and final format for the research
 - 3 plan what you need to investigate and organise your research to ensure you work within the required timescales
 - 4 plan the most appropriate sources and techniques for yourself and people who are assisting you in this work
 - 5 fully brief any assistants on their role in the research
 - 6 identify whether existing material is relevant and up-to-date
 - 7 collate and interpret the findings as they emerge and identify any remaining gaps and which sources of information you should use to fill those gaps
 - 8 check that the information you wish to use is available and that you are legally allowed to use it
 - 9 collate the final set of findings and assess which information meets the research objectives and which can be discarded
 - 10 prepare the findings in a way which addresses all of the objectives in a concise, accurate and useful way
 - 11 ensure you present the research material in the required form and in a manner that is suitable for its intended use
 - 12 ensure you record all sources of information and store this with the results of your research
 - 13 maintain confidentiality of sensitive information in line with organisational procedures

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- 14 confirm that your findings and conclusions meet the needs of the person or organisation that provided the research brief
 - 15 identify if subsequent research or development by others will make your findings out of date
 - 16 where changes necessitate further research ensure you record those changes
 - 17 proactively use information researched to inform your work

Knowledge and understanding

- You need to know and understand:*
- 1 the scope of the research you are required to undertake
 - 2 the timescale within which it must be completed
 - 3 the depth of information required and how it fits into the bigger picture
 - 4 research techniques that will enable you to plan and organise the process
 - 5 the main sources of appropriate information
 - 6 the implications and effects on the research of copyright, clearances and rights to use information
 - 7 effective and appropriate ways to approach the sources of information
 - 8 key contacts and sources of information and developments in the area being researched
 - 9 methods of collating and interpreting information
 - 10 appropriate techniques for presenting the information in a concise and comprehensible way
 - 11 when it is important to revisit research to ensure that the subsequent research of others does not make your findings out of date
 - 12 the implications of current legislation and regulations covering data protection
 - 13 the organisational procedures and timelines for data handling and deletion of data/records/information

Developed by	Creative Skillset
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Originating Organisation	Screen Skills (formerly Creative Skillset)
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Relevant Occupations	Arts, Media and Publishing; AR/VR Technician; Animation Professionals
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Suite	Creative Media Generic Skills
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