
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

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if subsequent research or development by others will make your findings out of date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

SKSGS13

Research information required for work in the creative industries



Knowledge and understanding

You need to know and understand: