
Overview

This standard is for career development practitioners.

This standard is about planning and undertaking research on behalf of the service on local, national or international career development information and practice to improve the information and resources available to individuals and practitioners. Research could be about theory and practice in career development or the learning and labour markets.

Performance criteria

You must be able to:

1. ensure you understand the research brief, the information required, how it will be used and how it needs to be presented when planning research on behalf of the service
2. identify, and secure access to, resources that enable accurate analysis of information collected
3. apply appropriate and ethical research methods and strategies to obtain information when undertaking research on behalf of the service
4. ensure that data collected is relevant to the aims of the research plan
5. collate, analyse and present information to meet the research brief
6. maintain records of sources, search techniques and strategies together with the results of your research that comply with relevant legislation and organisational procedures
7. analyse and disseminate outcomes
8. identify possible further sources of information and evaluate for relevance and appropriateness
9. evaluate research activity and plan improvements for future research as required.
10. act in ways that adhere to the ethical practice required within your organisation or profession
11. challenge any prejudice, use of stereotypes, discrimination and unethical or oppressive behaviour
12. promote inclusivity, diversity and equality of opportunity
13. maintain confidentiality and security of individual information that meets relevant legal requirements and organisational policies

Knowledge and understanding

You need to know and understand:

1. legal, organisational and policy requirements relevant to your role and the activities being carried out
2. the requirements of a research brief
3. how to apply research and analysis within your working context
4. effective research practice and the techniques, tools and sources available to your working context
5. how research data is used by organisations
6. how to evaluate research data for relevance, quality and usefulness
7. research tools and techniques appropriate to your area of expertise
8. how to methodically manage the research process so that sources can be cited and work repeated as required
9. how to evaluate research activities using colleagues' feedback and measurement against outcomes
10. relevant ethical principles and codes of professional ethical practice and the consequences of not adhering to them
11. the boundaries of confidentiality, when it is appropriate to disclose confidential information to others and the processes required

Plan and undertake research on behalf of the service

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Relevant Occupations Careers Advisers and Vocational Guidance Specialists; Customer Service Occupations; Education and training; Executive Coach; Functional Managers; Helpline Workers; HR Staff; Learning Mentor; Managers and leaders with responsibility for interagency working; Personnel, training and industrial relations managers ; Professional Occupations; Research Professionals; Teaching Professionals

Suite Career Development

Keywords advice, aspiration, career, client-centred, development, education, employment, equality, ethical, goals, group, individual, information, labour market, learn, motivation, needs, network, objective, partnership, plan, practice, refer, reflect, theory
