

UNITS 4 & 11. RESEARCH PROJECT

AMERICAN INSTITUTE OF MANAGEMENT SCIENCE

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Edexcel, BTEC and LCCI qualifications are awarded by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognized and benchmarked. BTECs are accredited by the UK government through the Office of Qualifications and Examinations Regulations (Ofqual) and are accepted by almost all US & UK Universities for advanced placement onto Final Year/s of the Degree. BTEC are Professional, Vocational and University Examinations from Pearson Qualifications International, a division of Pearson PLC, which also includes Pearson Education; Pearson Edexcel; Pearson VGU; and Pearson College, London. Pearson BTEC qualifications are delivered in over 100 countries worldwide. Like Community College model of higher education in the United States, UK Higher National Diplomas and Extended Diplomas are taught at FE Colleges in the UK as affordable alternative before students advance to the upper/senior year of university. UK Universities admit students with the UK Level 5 HND onto Year 3 of a Three-Year bachelor's degree in similar discipline. The Level 7 Extended Diploma (PgD) is equivalent to Year 1 of the master's degree in similar discipline.

HISTORY OF BTEC

BTEC (Business And Technician Education Council) was formed by the Secretary of State for Education and Science, United Kingdom, in 1994. In 1996, the University of London Examinations and Assessment Council and BTEC merged to form Edexcel. In 2010, the name of Edexcel was legally changed to Pearson Education Limited (Pearson). BTEC Diplomas are awarded by one of England, Wales and Northern Ireland's seven (7) examination boards – Pearson Edexcel.

Colbourne College

ASSIGNMENT BRIEF

Unit Number and Title	UNIT 4 Research Project & Part Fulfillment Of Unit 11
Academic Year	2018
Student Name And ID Number	
Unit Tutor	
Mode of Study	
Assignment Number & Title	Understand how to formulate a research specification
Issue Date	
Submission Date	

TERM PAPER DECLARATION:

STATEMENT OF ORIGINALITY AND AUTHENTICITY

I confirm that the term paper I am submitting is an original and authentic piece of work written by myself that satisfies academic rules and regulations with respect to Plagiarism. I further confirm that I have fully referenced and acknowledged all material incorporated as secondary resources in accordance with the Harvard System. *Please note that Term paper will not be marked without the inclusion of this signed declaration by the student/s.*

STUDENT/S SIGNATURE

DATED

FOR USE ONLY: GRADE AND SUMMATIVE REMARKS

Grade Assigned		
Assessors' Name & Date	MARKER	INTERNAL VERIFIER
Assessor's Summative Feedback		
Assessors' Signature & Date	Marker	IV

FORUM AND TERM PAPER ASSIGNMENTS

Unit 4: Research Project

Unit code: K/601/0941

QCF level: 5

Credit value: 20

AIM

To develop learners' skills of independent enquiry and critical analysis by undertaking a sustained research investigation of direct relevance to their Higher Education programme and professional development.

UNIT ABSTRACT

This unit is designed to allow learners to become confident in the use of research techniques and methods. It addresses the elements that make up formal research, including the proposal, a variety of methodologies, action planning, carrying out the research itself and presenting the findings. To complete the unit satisfactorily, learners must understand the theory that underpins formal research. The research itself is dependent on learners, the context of their area of learning, their focus of interest and the anticipated outcomes. The unit draws together a range of other areas of content within the programme of study to form a holistic piece of work that makes a positive contribution to learners' area of interest. Learners should seek approval from their tutors before starting the study.

LEARNING OUTCOMES

On successful completion of this unit a learner will:

1. **Understand how to formulate a research specification**
2. Be able to implement the research project within agreed procedures and to specification
3. Be able to evaluate the research outcomes
4. Be able to present the research outcomes.

COURSE CONTENT AND OBJECTIVES

LO 1: Understand how to formulate a research specification

LO 1. Course Content

Research formulation: aims and objectives; rationale for selection; methodology for data collection and analysis; literature review; critique of references from primary sources eg questionnaires, interviews; secondary sources eg books, journals, internet; scope and limitations; implications eg resources

Hypothesis: definition; suitability; skills and knowledge to be gained; aims and objectives; terms of reference; duration; ethical issues

Action plan: rationale for research question or hypothesis; milestones; task dates; review dates; monitoring/reviewing process; strategy

Research design: type of research eg qualitative, quantitative, systematic, original; methodology; resources; statistical analyses; validity; reliability; control of variables.

THE OBJECTIVES OF THE ASSIGNMENT ARE TO:

1. AC1.1 formulate and record possible research project outline specifications
2. AC1.2 identify the factors that contribute to the process of research project selection
3. AC1.3 undertake a critical review of key references
4. AC1.4 produce a research project specification
5. AC1.5 provide an appropriate plan and procedures for the agreed research specification

IMPORTANT INSTRUCTIONS

- Read the brief and think about what the project brief is asking.
- Establish your aims and objectives for the project. Outline objectives and timeframes based on the scenario set by your tutor.
- Produce an appropriate project management plan that includes relevant actions to meet objectives and timeframes.
- Conduct research to generate knowledge which will form the basis for analysis of the scenario posed in the brief.
- Research what the project brief is asking. How can you approach the problem, opportunity, hypothesis and requirements being posed?
- Apply a range of secondary research sources to plan/scope and support the project and its findings. Secondary research sources may include textbooks, journal articles, newspapers and magazine articles (not factual accounts).
- Develop your project plan based on the deliverables of the project, the constraints of the project and the assumptions made.

Unit Learning Outcome 1 & 2

LO1. Understand how to formulate a research specification

You are a Senior Research Specialist in an Aviation, Hospitality OR Business Organisation. You are undertaking research investigation into current issues that are impacting the services delivery in the sector. You will therefore plan and carry-out the research on current issues affecting the _____ Industry.

Research Question

“What are the Complex Current Issues That Are Affecting Service Delivery In The _____ Industry/Sector/Field?”

For Learning Outcome 1 You Will Complete The Following Activities:

SECTION 1 & 2: INTRODUCTION (750 – 100 Words) AND RESEARCH SPECIFICATION (750 – 1000 Words)

1. Rationale For Research Topic: *Evaluate and justify the research topic - Complex Current Issues Affecting Service Delivery In The _____ Industry.*
2. Context And Scope Of The Research: *Explore the various issues impacting the service delivery in the same industry drawing from at least ten different sources.* Define key terms and present the findings.
3. Research Specification - *Plan the layout for the research*
4. Research Aim And Objectives – *Establish The Aim Of The Research AND Four (4) Research Objectives.*

• Submit the Research Specification By End Of Week Four Of The Semester

SECTION 3: LITERATURE REVIEW (1000 Words)

5. Critical Review And Analysis Of Literature: *Carry Out The Research Using Various Secondary Sources e.g. books, journals, and internet*

SECTION 4: RESEARCH METHOD AND METHODOLOGY (500 Words)

6. Select and define the research method for conducting the research on the complex current issues affecting service delivery in the _____ industry.
7. Develop 1) research methodology for data collection from primary sources e.g. questionnaires and interviews and 2) selection of suitable methodology for the analysis of the data e.g. critique, comparison, impact, and implications of the findings obtained from primary sources
8. Justification of the research methods and methodology
9. Discuss limitations, implications and ethical issues surrounding the research

SECTION 5: RESOURCES PLANNING AND ALLOCATION

10. Match resources efficiently to the achieve the research question or hypothesis using a Gantt Chart

• Submit the Research Proposal By End Of Week Eight Of The Semester

You are required to produce and submit a version of this proposal to your Instructor/Supervisor at different intervals so that you can work with him/her to produce a final plan that is acceptable to form a sound basis for your research.

RESEACH SPECIFICATION

TERM PAPER REQUIREMENTS

This Assignment is a research paper to be undertaken with one research partner. This means that to carry out the given tasks in the assignment will require extensive search for information in valid materials only, critical review of the literature found, selection and use of research participants, and citing all sources in the research report. Information should be drawn from sources e.g. textbooks, eBooks, journal articles, companies' websites, newspapers and professional subject-specific articles and websites.

RESEARCH SPECIFICATION

PART ONE: EXPLORATION OF SECONDARY LITERATURE

Section One | Introduction

Introduce your theses statement, scope of the research, criteria for project selection, and very briefly define the key terms in your assignment.

Section Two | Research Specification

Outline the organization of the research, and very briefly explain the purpose of each section.

Section Three | Literature Review

Assess, analyse, and critically review the literature that directly aid your research topic. Focus on the problems and solutions related to the topic. The suggested layout of this section is:

- **INTRODUCTION:** introduction to your topic, importance of the topic to the field/sector, and objectives of the and findings from the Secondary Literature. Cite everything!!!
- **RESEARCH FINDINGS:** Description of the findings from at least ten sources that are directly addressing your research question. Cite everything!!!
- **CRITICAL REVIEW AND DISCUSSION OF THE FINDINGS:** Establish similarities, differences, pros, and cons in the findings that you are reviewing while honing your topic and the objectives of the research itself.
- **CONCLUSION:** What stood out most from the literature reviewed? That is, what did the sources agree on, and what did they disagree on? In other words what did you learn that best addresses your research question.

Section Four | Research Methodology

Discuss the research method and the methodologies that you are using to answer the research question. Justify the selections of methods, methodology and participants, and demonstrate how the approaches selected will help you to answer the research question and achieve the research objectives. Discuss the research limitations and ethical issues that will likely be encountered.

Section Five | Resources Planning

Identify all the resources and expenses that will be incurred in executing the research successfully. Use a Gantt Chart to illustrate.

PART TWO: FIELD RESEARCH AND PRESENTING FINDINGS

Section Six | Discussion Of The Research Findings

Select and use an appropriate methodology to analyze the findings that you gathered from your primary sources. Compare the findings from your secondary and secondary sources to **find correlation** and **divergence** in the materials collected. Highlight the common (prevailing) agreement and themes amongst the participants and sources to answer the research question.

Section Four | Conclusion And Recommendation

Your conclusion is a summary of the key points in your assignment, e.g. the presentation of the outcome or results. That is, highlight the areas of problems and solutions that emerged.

APPENDICES

Attach the: signed participants consent forms, questionnaires and interview questions used.

REFERENCE PAGE

Using Harvard Referencing Standard, record all the sources cited in your research.

SUBMITTING THE RESEARCH REPORT. ALSO INCLUDE:

Abstract / Executive Summary

This is placed after your cover page and acknowledgement page at front of the research report. You will describe your research topic, objectives, methodology and outcomes in more than 250 Words.

Cover Page | Access A Sample On iTutor

Complete fully and use the Assignment Brief for the cover.

Table of Content (TOC)

Your Table of Content shows all inclusions in your assignment report by titles and page numbers. Microsoft Word has templates that you can use to produce a neat TOC.

Include The Score Sheets | Access Score Sheets For Each Assignment On iTutor

The score sheets are used to grade your assignment and provide you with the feedback. Print same and include for each assignment submitting.

Include Reference Page In Assignments | Reference Page Lists All Sources Cited In-text

The Reference Page is a list of all sources that you cited in-text. Place the sources in-text in alphabetical order in the reference list. Use citethisforme.com to do your referencing. Remember to select Harvard Referencing before executing the tasks.

PREPARING AND SUBMITTING THE WORK

- ❖ Number all pages in your work
- ❖ Use headings for each task in the assignment (e.g. AC 1.1 / P1 Task Instructions)
- ❖ Use Font Style: Arial | Use Font Size: 11 | Use Paragraph Spacing: 1.5
- ❖ You must submit one hard copy of the assignment and upload the soft copy on itutor.

Submitting The Work Online | Upload To iTutor

The work must be sent alongside the receipt for printing. Both **MUST** be received before the published deadline. Do not send payment before the work to be printed **NOR** send the work to be printed without payment. If both are not done before the deadline, the work is considered not received.