

# Colbourne College

<b>ASSIGNMENT BRIEF</b>		
Unit Number and Title	<b>UNIT 4 &amp; 11: Research Project</b>	
Academic Year	<b>2018</b>	
Student Name And ID Number		
Unit Tutor		
Mode of Study		
Assignment Number & Title	<b>Understand how to formulate a research specification</b>	
Issue Date		
Submission Date		
<p><b>TERM PAPER DECLARATION:</b>  <b>STATEMENT OF ORIGINALITY AND AUTHENTICITY</b></p> <p>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.  <i>Please note that Term paper will not be marked without the inclusion of this signed declaration by the student/s.</i></p> <p style="text-align: center;"><b>STUDENT/S SIGNATURE</b> <span style="float: right;"><b>DATED</b></span></p>		
<b>FOR USE ONLY: GRADE AND SUMMATIVE REMARKS</b>		
<b>Grade Assigned</b>		
Assessors' Name & Date	<b>MARKER</b>	<b>INTERNAL VERIFIER</b>
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.**

# ASSIGNMENT BRIEF

## Unit Learning Outcomes 2, 3 & 4

### For Learning Outcome 2, 3 & 4 You Will Complete The Following Tasks:

1. Carry out the critical review of literature (1,000 Words)
2. Submit the Resources Plan.
3. Discuss the Research Methods and Methodologies. Justify the selections for the project.

### Submit the Completed Documentation By End Of Week EIGHT

1. Design The Research And Submit to your tutor for approval, the completed Participants' Consent Form, Questionnaires, Interview Questions, And Methods Of Data Analysis For The Research.
2. After the approval is granted, carry-out the Primary Research.

### Submit the Completed Documentation By End Of Week TEN

#### SECTION 5: RESEARCH FINDINGS AND DISCUSSION (1, 500 Words)

3. To answer the research question and meet the established objectives, briefly explain the approach that you used for the secondary and primary research methods, and for the data collection and analysis.
4. Present the findings using a graphical and/or statistical method.
5. Critically analyze, compare, and find correlations in the findings.
6. Critically evaluate and justify the effectiveness of the research methods and approaches to the data collection and analysis that you applied for meeting objectives of the research.
7. Make justifications for the choice of methods selected based on philosophical and theoretical frameworks as well as ethical considerations.
8. Critically evaluate the limitations and pitfalls of the selected research methodologies and approaches to the data collection and analysis.

### Submit the Discussion And Critical Evaluation Of Findings By End Of Week FOURTEEN

#### SECTION 6: CONCLUSIONS AND RECOMMENDATIONS (500 - 750 Words)

9. Coherently and logically communicate outcomes to the intended audience. That is, explain how the **most** complex current issues identified are impacting service delivery in the sector/field today. Demonstrate how the outcomes meet set research objectives.
10. Discuss how the **most** current issues found could impact service delivery in the field/sector/industry in the future.
11. Make valid and justified recommendations to improve, solve or mitigate the issues.
12. Consider alternative research methodologies and lessons learnt in view of the outcomes.

## **JOURNALING AND REFLECTIVE ESSAY – INDIVIDUAL ASSIGNMENT (500 Words)**

Reflect on the outcome of your project and your own performance in a personal performance review at the end of the project. **This is a written reflective essay of around 450 - 500 words.**

Keep updates on weekly research/tasks throughout the project in your **logbook**. This is an important record of your work and must be used to record the development of your ideas and your progress through the project.

The logbook should include:

1. A record of what you are doing, what you have done, when and what you were thinking.
2. A record of where things went wrong and what you did to overcome any unexpected results.
3. Did you fulfil task requirements? Are you on track and within deadlines set? Demonstrate reflection and engagement in the resource process leading to recommended actions for future improvement.
4. Did you need to make any changes to your research project plan? Provide critical reflection and insight that results in recommended actions for improvements and future research considerations.

## **Guidelines**

1. Conduct your research according to the stated project plan and meet with your tutor to receive a sign-off at each stage of the project process before proceeding.
2. Primary research sources may include original first-hand accounts, legal and historical documents, results of experiments and market research data collection.

PRESENT THE RESEARCH PAPER/REPORT TO THE COO OF YOUR COMPANY

- Organize and write-up the Research Paper and present it according to the research plan.
- Use proper ethical practices.
- Use proper research techniques and Harvard Referencing Style through-out the paper.
- Use Headings to organize and present your work

**Submit the Abstract, Conclusion And Recommendation & Essay By End Of Week Fourteen**

**FINAL SUBMISSION DEADLINE WITH LATE FEE IS **APRIL 30****

# COURSE CONTENT

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## **Examine appropriate research methodologies and approaches as part of the research process**

### ***Developing a research proposition:***

- The importance of developing methodical and valid propositions as the foundation for a research project.
- Rationale – the purpose and significance for research question or hypothesis.
- The value of the philosophical position of the researcher and the chosen methods.
- Use of Saunders's research onion as a guide to establishing a methodological approach.

### **Literature review:**

- Conceptualisation of the research problem or hypothesis.
- The importance of positioning a research project in context of existing knowledge.
- Significance and means of providing benchmarks by which data can be judged.

### **Qualitative, quantitative, and mixed method research:**

- Key theoretical frameworks for research.
- Advantages and limitations of qualitative and quantitative research approaches and methods.

## **Conduct and analyse research relevant for a business research project**

### **Research as a process:**

- Research has distinct phases which support a coherent and logical argument.
- This includes using secondary research to inform a primary, empirical, study.

### **Selecting a sample:**

- The importance of gathering data and information (qualitative or quantitative) to support research analysis.
- Selecting sample types and sizes that are relevant to the research.
- Considering sampling approaches and techniques including probability and nonprobability sampling.

### **Ethics, reliability and validity:**

- Research should be conducted ethically. How is this achieved and reported?
- Research should also be reliable (similar results would be achieved from a similar sample) and valid (the research measures what it aimed to measure).

### **Analysing data:**

- Using data collection tools such as interviews and questionnaires.
- Using analytical techniques such as trend analysis, coding or typologies.

### **Be able to implement the research project within agreed procedures and to specification**

- **Implement:** according to research design and method; test research hypotheses; considering test validity; reliability
- **Data collection:** selection of appropriate tools for data collection; types eg qualitative, quantitative; systematic recording; methodological problems eg bias, variables and control of variables, validity and reliability
- **Data analysis and interpretation:** qualitative and quantitative data analysis – interpreting transcripts; coding techniques; specialist software; statistical tables; comparison of variable; trends; forecasting

### **Be able to evaluate the research outcomes**

- **Evaluation of outcomes:** overview of the success or failure of the research project (planning, aims and objectives, evidence and findings, validity, reliability, benefits, difficulties, conclusion(s))
- **Future consideration:** significance of research investigation; application of research results; implications; limitations of the investigation; improvements; recommendations for the future, areas for future research

### **Be able to present the research outcomes**

#### **Stakeholders:**

- Who are they? Why would they be interested in the research outcomes?
- What communication method do they expect?

#### **Communicating research outcomes:**

- Consideration of different methods of communicating outcomes (e.g. written word, spoken word) and the medium (e.g. report, online, presentation).
- The method and medium will be influenced by the research and its intended audience.
- Convincing arguments: No matter what the method/medium, all research should be convincing and presented logically where the assumption is that the audience has little or no knowledge of the research process. The importance of developing evaluative conclusions.

**Format:** professional delivery format appropriate to the audience; appropriate media

## **Reflect on the application of research methodologies and concepts**

### **Reflection for learning and practice:**

- Difference between reflecting on performance and evaluating a research project. The former considers the research process; the latter considers the quality of the research argument and use of evidence.
- Reflection on the merits, limitations, and potential pitfalls of the chosen methods.

### **The cycle of reflection:**

- To include reflection in action and reflection on action.
- Considering how to use reflection to inform future behaviour and future considerations.

### **Reflective writing:**

- Avoiding generalisation and focusing on personal development and the research journey in a critical and objective way.