

## Overview

This standard is for career development practitioners.

This standard is about planning and undertaking research 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. explain the research brief, the information required, how it will be used and how it needs to be presented when planning research
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
4. collect data 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. relevant ethical principles and codes of professional ethical practice and the consequences of not adhering to them
3. the boundaries and limits of own professional expertise
4. the boundaries of confidentiality, when it is appropriate to disclose confidential information to others and the processes required
5. measures to safeguard young people and vulnerable adults
6. the requirements of a research brief
7. how to apply research and analysis within your working context
8. effective research practice and the techniques, tools and sources available to your working context
9. how research data is used by organisations
10. how to evaluate research data for relevance, quality and usefulness
11. research tools and techniques appropriate to your area of expertise
12. the potential of technology to improve research and how to overcome any limitations it presents
13. how to methodically manage the research process so that sources can be cited and work repeated as required
14. how to evaluate research activities using colleagues' feedback and measurement against outcomes

## Glossary

### **Career Development Information**

Includes labour market intelligence (LMI) and other career or learning related information. It could relate to qualifications, learning and training opportunities, internships and placements, employment and career progression opportunities, support organisations or opportunities that can enable the career development of individuals.

### **Resources**

This covers any physical or human resource that supports the learning and development process and could include technical equipment, digital technologies (including online tools and apps), handouts, workbooks, people – for example external speakers – and visits to places of interest

### **Technology**

Hardware (devices/kit) and online methods/tools/apps which can be used in the delivery and assessment of learning programmes.

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