

Unit Title: Research Skills
Level: Three
Credit Value: 3
GLH:
NOCN Unit Code: GB9/3/TE/001
QCA Unit Reference
Grading Descriptors: 4, 7

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Research the information required to complete a coursework assignment	1.1. Find and evaluate appropriate resources and sources of information for assignment using all types of resources from own organisation and other libraries, ie.: From print-based and electronic reference sources, newspapers, journals and indexes, and from audio-visual resources
2. Devise and evaluate a search strategy	2.1. Select appropriate keywords for searching 2.2. Find appropriate items on the library catalogues 2.3. Use the Dewey number system to refine the search on the library catalogues 2.4. Use Boolean operators to refine the search 2.5. Use directories, index and contents pages in print and electronic sources to locate information 2.6. Describe and evaluate the search strategy

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3. Use IT skills	3.1. Retrieve information from the selected CD-ROMs 3.2. Evaluate the CD-ROMs selected for ease of use, search facilities, relevance of information found 3.3. Access a range of search engines 3.4. Evaluate a range of search engines and their suitability for different types of information retrieval 3.5. Perform a range of searches and refine as appropriate 3.6. Perform a range of category browses 3.7. From search, load websites, print web pages or screen dump and describe content 3.8. Select appropriate CD-ROMs to find specified information 3.9. Use applications to handle text and images 3.10. Save an image 3.11. Receive, reply and forward email messages 3.12. Create and send email messages 3.13. Manage email messages 3.14. Attach a document or webpage to an email
4. Compile a bibliography	4.1. Cite all resources selected appropriately
5. Understand copyright issues	5.1. Describe the copyright issues for: (i) copying from books and journals, (ii) copying from newspapers, (iii) copying from electronic sources

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary		Practice file	

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	

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Accredited End date:
Unit Sector/Subject area:
Grading descriptors:
Availability for Use:

Purpose and Aim of the Unit	Free Text
Restrictions on the Availability	Free Text or N/A
Additional Assessment Requirements	Free Text or N/A
Details of relationship between the Unit and the NOS	Free Text or N/A
Details of relationship between the Unit and Standards (not NOS)	Free Text or N/A
Endorsement of the Unit by	Free Text or N/A