CONDUCT SOCIAL RESEARCH WORKS

UNIT CODE: COD/OS/SW/CC/01/6/A

UNIT DESCRIPTION

This unit cover the competencies required to conduct social research works. It involves identifying research problem, formulating research plan, developing research tools, carrying out data collection, analyzing collected data and preparing research report.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. ***Bold and italicized terms are elaborated in the Range.***
1. Identify research problem	1.1 *Literature review* is conducted as per SOPs 1.2 Literature review analysis is conducted as per SOPs 1.3 Research problem is identified based on the analysis
2. Formulate research plan	2.1 Scope of study is established as per the set objectives 2.2 Timeframe is established as per the scope of the study 2.3 Budget is prepared as per organization policy 2.4 Samples size is established as per the scope of the study
3. Develop research tools	3.1 Required tools are identified as per SOPs 3.2 Required tools are designed as per SOPs 3.3 Selected tools are tested as per SOPs 3.4 Research tools are validated as per SOPs
4. Carry out data collection	4.1 Data collection team is established as per organization policy 4.2 Data collection team is trained as per organization policy 4.3 Research tools are administered as per organization policy

5. Analyse collected data	5.1 *Data analysis tool* is prepared as per organization policy
	5.2 Data analysis is conducted as per organization policy
6. Prepare research report	6.1 Report is compiled as per organization policy
	6.2 Report is shared or disseminated as per organization policy
	6.3 Research findings are implemented as per organization policy

RANGE OF VARIABLES

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
1. Literature review	• Project reports. • Government agencies reports. • Past research reports. • Development partners reports.
2. Data analysis tool	• Excel spreadsheets • Graphs • Charts

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit of competency.
Required Skills
The individual needs to demonstrate the following skills:
- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Training
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing

- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence
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Required knowledge

The individual needs to demonstrate knowledge of:
- Social welfare policies
- Human behaviour and social environment
- Social work practices and interventions
- Social research
- Legal aspects in child welfare
- Human growth and development
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Rehabilitation programs
- Statistics
- Economics
- Basic accounting
- Digital literacy

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidences that the candidate:
	1.1 Demonstrated ability to conduct literature review
	1.2 Demonstrated ability to identify research problem
	1.3 Demonstrated ability to establish scope of the study
	1.4 Demonstrated ability to establish time frame of the study
	1.5 Demonstrated ability to prepare a budget
	1.6 Demonstrated ability to establish research sample size
	1.7 Demonstrated ability to identify, design, test, validate and administer research tools

	1.8 Demonstrated ability to establish and train data collection team
	1.9 Demonstrated ability to conduct data analysis
	1.10 Demonstrated ability to prepare a report and share the findings
	1.11 Demonstrated ability to implement the recommendations
2. Resource Implications	The following resources MUST be provided:
	2.1 A functional office
	2.2 Fully equipped simulated operations training office
3. Methods of Assessment	Competency may be assessed through:
	1.1 Written tests
	1.2 Interview
	1.3 Oral questioning
	1.4 Observation
	1.5 Third party report
2. Context of Assessment	Competency may be assessed:
	4.1 On-the-job
	4.2 Off-the –job
	4.3 During Industrial attachment
3. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.