# Assessment Task 1: Written questions

There are **8** questions. You must complete them all. Some questions require table.

You may use various sources of information including your workbook, internet and other documents; however, **you must reference your sources for each question.** You must follow the word-limits.

**Assessment Task 2: Practical Assessment Task- Construct and use applied research techniques**

This task is divided into three (3) parts:

1. Part A: Construct an applied research strategy
2. Part B: Use a range of applied research techniques
3. Part C: Present findings from applied research

**WHAT DO STUDENTS HAVE TO SUBMIT?**

* Part A and Part B: Report/Journal on constructing strategy and using applied research techniques
* Part C: Presentation handouts on findings from applied research

**Part A – Construct an applied research strategy**

Submit the followings:

1. **Meeting attendance sheet & Agendas**

|  |  |  |
| --- | --- | --- |
| Meeting Called By: | <Your name> | |
| Date: | <Current date> | |
| Location: | <Office address> | |
| Agendas/Discussion Topics |  | |
| Attendees/Participants: | | |
| **Name** | **Role** | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Minutes of Meeting:**

|  |  |
| --- | --- |
| Meeting Called By: | <Your name> |
| Date: | <Current date> |
| Time: |  |
| Location: | <Office address> |
| Note taker |  |
| Attendees/Participants: | |
| **Topic** | **Discussion** |
|  |
|  |
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|  |

1. **Submit a report/ journal on constructing an applied research strategy.**

**In your report/journal include the followings:**

* Meeting summary and, finalised one improvement on which you will focus to attain improved organisational outcomes.
* Identify and explain the relevant policies and procedures to conduct the applied research.
* Review the relevant research ethics and applicable codes of conduct.
* Review a range of applied research methods, theories and data collection techniques and specify the suitable mechanisms for collecting and analysing the data, while maintaining it systematically.
* Review the factors which can affect the reliability and validity of data and specify hypothesis.
* Analyse the available tools and resources and construct an applied research strategy.

**Part B – Use a range of applied research techniques**

In this task, you are required to use the framed applied research strategy and use a range of techniques for applied research. You need to refer appropriate sources of information, analyse the data and optimise relevance of the research.

## Instructions to students:

1. This task is in continuation to Part A of this assessment task-2
2. You are required to utilise different applied research techniques at your own workplace
3. You must add further information to the journal prepared in Part A, covering the given criteria

## Submit a completed Report/Journal

## In your Report/Journal include the followings:

* Gather the data using the appropriate sources of information and contributors relevant to research
* Use appropriate methods and technological services to gather and analyse data
* Optimise the relevance of the research through integrity of the data collected and analysis tools used
* Review and ensure the accuracy of data, adherence to the legal requirements and its relevance against the original applied research strategy

**Part C – Present findings from applied research**

This part is in continuation to the Part A and Part B of this task. You are required to deliver a PowerPoint presentation and demonstrate ability to analyse and present findings from an applied research activity.

## Instructions to students:

**You must prepare 15-20 slides and must write only the keywords/ points in the slides.**

**Submit Presentation handouts on findings from applied research**

Provide:

* + Industry background
  + Speaker’s notes
  + Presentation handout of slides
  + Handout for attendees with further information on support services and/or useful websites
  + Presentation feedback reports

Include the following criteria in your presentation:

* Explain your research findings in a clear, concise and logical manner consistent with audience requirements, specifying the impact of trends and changes on learning strategy.
* Specify the path for further research citing the need and the appropriate approach.