**Student Assignment Covering Form**

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| **Course/Unit Information** | |
| Course | Pearson BTEC Level 5 Higher National Diploma |
| Unit No. and Name | **Unit 19: Research Project** |
| Unit code | 19: R/508/0522 |
| Unit Type | Core |
| Schedule code | RPONL2210B |

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| **Instructor Information** | |
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| **Assignment Information** | |
| Full/ Part Assignment | Full |
| Date Assignment Issued | **11th October 2022** |
| Date Assignment Due | **20th November 2022** |

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| **Student Information**  **(To be filled by the student prior to submitting the assignment)** | |
| Name |  |
| Email |  |
| Date of Submission |  |

**Student Assignment covering form is an integral part of the assignment document and should be submitted along with all submissions.**

**Student Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that this assignment is my own work and not copied or plagiarized. It has not previously been submitted as part of any assessment for this qualification. All the sources, from which information has been obtained for this assignment, have been referenced as per Harvard Referencing format. I further confirm that I have read and understood the Westford University College rules and regulations about plagiarism and copying and agree to be bound by them. Attached is the Turnitin report for reference.

Students Signature :

Students Name :

Date :

**Turnitin Screenshot should be uploaded on LMS along with the Assignment.**

**Achievement Feedback Summary**

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| Assessor’s Name | Dr Arpita Mehrotra | | |
| **Pass** | **Merit** | **Distinction** | **Grades Awarded** |
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| **LO1 Examine appropriate research methodologies and approaches as part of the research process.** | | | |
| **P1** Produce a research proposal that clearly defines a research question or hypothesis supported by a literature review. | **M1** Evaluate different research approaches and methodology and make justifications for the choice of methods selected based on philosophical/theoretical frameworks. | **LO1 & LO2**  **D1** Critically evaluate research methodologies and processes in application to a business research project to justify chosen research methods and analysis. | P1 Achieved / Not Achieved |
| P2 Achieved / Not Achieved |
| **P2** Examine appropriate research methods and approaches to primary and secondary research. | M1 Achieved / Not Achieved |
| **LO2 Conduct and analyze research relevant for a business research project.** | |  |
| **P3** Conduct primary and secondary research using appropriate methods for a business research project that consider costs, access and ethical issues. | **M2** Discuss merits, limitations and pitfalls of approaches to data collection and analysis. | P3 Achieved / Not Achieved |
| P4 Achieved / Not Achieved |
| **P4** Apply appropriate analytical tools, analyze research findings and data. | M2 Achieved / Not Achieved |
| D1 Achieved / Not Achieved |
| **LO3 Communicate the outcomes of a research project to identified stakeholders.** | | | |
| **P5** Communicate research outcomes in an appropriate manner for the intended audience. | **M3** Coherently and logically communicate outcomes to the intended audience demonstrating how outcomes meet set research objectives. | **LO3**  **D2**  Communicate critical  analysis of the outcomes  and make valid, justified  recommendations | P5 Achieved / Not Achieved |
| M3 Achieved / Not Achieved |
| D2 Achieved / Not Achieved |
| **LO4 Reflect on the application of research methodologies and concepts.** | | | |
| **P6** Reflect on the effectiveness of research methods applied for meeting objectives of the business research project. | **M4** Provide critical reflection and insight that results in recommended actions for improvements and future research considerations. | **LO4**  **D3** Demonstrate reflection and engagement in the resource process leading to recommended actions for future improvement. | P6 Achieved / Not Achieved |
| P7 Achieved / Not Achieved |
| **P7** Consider alternative research methodologies and lessons learnt in view of the outcomes. | M4 Achieved / Not Achieved |
| D3 Achieved / Not Achieved |

**Overall Feedback Summary**

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| **Over All Grade** |  | **Date** |  |
| [To Achieve a PASS, all P grade descriptors should be achieved; To achieve a MERIT, all P and M grade descriptors should be achieved; To achieve a DISTINCTION, all P, M and D grade descriptors should be achieved.] | | | |
| **Summative Feedback**  Overall feedback on current work with emphasis on how the student can improve and achieve higher grades in future. |  | | |

**General Guidelines**

**Please read the instructions carefully and tick the checkboxes**

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|  | Complete the title page with all necessary student details and ensure that the signature of the student is marked in the declaration form. |
|  | All assignments must be submitted as an electronic document in MS Word to the LMS (Use 12 Times New Roman script). |
|  | Assignment that is not submitted to the LMS by the prescribed deadline will be accepted ONLY under the REDO and RESIT submission policy of Westford. |
|  | The results are declared only if the student has met the mandatory attendance requirement of 75% and/or a minimum of 50% under extenuating circumstances approved and ratified by the Academic Director. The student has to repeat the module (with additional fees applicable) if the attendance is below 50%. |
|  | **The assignment should not contain any contents including references cited from websites like** [**www.ukessays.com**](http://www.ukessays.com)**,** [**www.studymode.com**](http://www.studymode.com)**,** [**www.slideshare.net**](http://www.slideshare.net)**,** [**www.scribd.com**](http://www.scribd.com) |
|  | Submit the assignment in a MS Word document with the file name being:  First Name Last Name\_ abbreviation of the subject.  ***Example: John Smith\_RP.*** |
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**Quick reference Checklist for the Students before submitting the assignment:**

1. Adherence to the deadline of submission date
2. Original cover sheet and format retained
3. Student information and signature intact
4. Font style and size used as instructed
5. Harvard Referencing System and Citations are strictly followed

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| **Assignment Title** | | RESEARCH PROJECT – “Business Recovery” |
| **LO 01** | **Examine appropriate research methodologies and approaches as part of the research process.** | |
| **LO 02** | **Conduct and analyse research relevant for a business research project.** | |
| **LO 03** | **Communicate the outcomes of a research project to identified stakeholders** | |
| **LO 04** | **Reflect on the application of research methodologies and concepts** | |
| **1.1 Introduction to the theme of Research Project**:  The Pearson-set theme for Research Project is **“Business Recovery”**   |  | | --- | | *(Applies to the delivery of the unit: 1st September 2022 - 31st August 2023).* |     In the long term, businesses need to be prepared to face the unexpected, many fail because they are unable to recover from unexpected events such as political disruption, natural disasters, and pandemics. Business continuity planning allows businesses to maintain or quickly resume functions in the event of a major disruption. Essentially, business continuity is like having a back-up plan those outlines procedures and instructions for staff members in the event of a disaster.  The recent COVID-19 global pandemic dramatically impacted industry across all sectors, inevitably affecting disproportionately those businesses that exist to support social interactions and placing strains on both supply and demand. As the pandemic continues to affect industry: lock-down periods, and international and local restrictions on movement have led to a huge drop in revenues and a situation of emergency due to financial difficulties:  • Dramatically lower revenues  • Operational and financial challenges, including issues with liquidity, debt repayments or how to develop “smart capex” on assets to maintain tariffs and/or competitive advantage.  • Uncertainty about the timing and speed of the recovery depending on the arrival of treatments for the virus in order to return to “normal”  To meet the challenges posed by unexpected events and disasters, businesses around the world need to react in agile and decisive ways. This involves businesses identifying capabilities and needs to strengthen, refactor, reopen, rehire, re-budget, resupply, by creating long term plans that allow for scaling up. An “after-action review” to collect data and insights on lessons learned, and then using these to prioritise actions to enhance business value today, businesses will build strategic resilience for tomorrow. Businesses that take these steps now will be well-placed to capitalise more effectively on the opportunities during business recovery, and to continue winning in their marketplaces as greater certainty and stability return.  **1.2** **Choosing a research objective/question:**  ***Students are to choose their own research topic*** for this unit. Strong research projects are those with clear, well focused and defined objectives. A central skill in selecting a research objective is the ability to select a suitable and focused research objective. One of the best ways to do this is to put it in the form of a question. Students should discuss a variety of topics related to the theme to generate ideas for a good research objective.  The range of topics discussed could cover the following:  • Testing business continuity or crisis management plans  • Integrated response and recovery initiatives  • Examples of disaster recovery planning models  • Developing a business recovery roadmap to rebuild opportunity after a natural disaster, a global pandemic, or political disruption.  • Building a resilient organization through resilient leadership and resilient teams  • Developing recovery strategies  • The importance of shifting focus from recovery to resilience  The research objective should allow for students to broaden their understanding and widen their perspectives by being able to explore, argue, prove, and disprove a particular objective. They should be feasible, novel, ethical, relevant and ultimately of interest to the student.  The aim of this unit is to offer students the opportunity to engage in sustained research in a specific field of study. The unit enables students to demonstrate the capacity and ability to identify a research theme, to develop research aims, objectives and outcomes, and to present the outcomes of such research in both written and verbal formats. The unit also encourages students to reflect on their engagement in the research process during which recommendations for future, personal development are key learning points.  On successful completion of this unit students will have the confidence to engage in problem-solving and research activities which are part of the function of a manager. Students will have the fundamental knowledge and skills to enable them to investigate workplace issues and problems, determine appropriate solutions and present evidence to various stakeholders in an acceptable and understandable format.  Research Project and templates are provided for both the research proposal and ethics form.  1.3 **Project Evidence / Outcomes (Important guidelines)**:  It is important to recognise that project work is reliant on gathering information/data that can be analysed. The scale of the project means that there must be time for both primary and secondary research. An advised model would be to use secondary research to provide a context for the students to conduct and interpret primary data collection. The project could then yield data that could be compared with the findings of secondary research information.  In assessing the project, the assessor should be able to see a rationale for the project title, an identification of controversial aspects of the title and of the relevant literature/data sources. This will be based primarily on the student’s research proposal. Student research should outline the literature/theories that supports the identified research objective/s and include critical evaluation of central arguments paying attention to whether or not the arguments are logically valid. Throughout their research students should be aware of the importance of clear and consistent use of language and the use of a consistent reference system. Engagement in reflective study of the research process should be evident, with students explaining how their ideas have developed, the significance of results and what they have learnt about the methodology of research. Well edited, focused writing and presentation, where the key decisions, developments, lines of argument and salient research are explained succinctly, is preferable to unstructured writing and presentation where little attempt to select or edit material has been made.  It is important to recognise that there are many different formats that a student could use to present their work and it is important that students think carefully about the suitability of the format in relation to the target audience. Both verbal and written forms of communication should be appropriate to the audience, both in terms of the nature and level of material they use and also in terms of length. Students should be guided to produce research that gives a succinct account of the main arguments or developments from their project. If a verbal presentation is the chosen format, the question-and-answer session should address issues raised by the presentation, but also give students an opportunity to review their work.  Students are to submit as evidence for the unit in addition to their project findings, **the research proposal and ethics form**. The research proposal sets out the plan for how the students will achieve the intended research objective and shows whether the objective will be feasible, ethical and achievable in the time scale. It sets out how secondary research supports the research objective, how the research will be conducted, how the research will be evaluated. Students will need to gain ethical approval before commencing their research, this will be discussed with the tutor during the research proposal.  1.4 **Employer engagement**:  It is advisable to embed employer engagement, although this is not a mandatory requirement. Developing and establishing links with employers will enhance the learning experience. Real-life projects will provide with the opportunity to develop and acquire appropriate skills, knowledge and expertise required by employers and employees.  ***(Filling the following forms are part of Mandatory Requirements)***  **Project Templates:**  **Research Proposal Form**  **Student Name…………………….. Student number…………………...**  **Centre Name……………………... Tutor………………………………**  **Date………………………………. Unit……………………………….**  **Proposed title…………………………………………………………………………………..**   |  |  | | --- | --- | | **Section One: Title, aim, objectives, research questions** | | | Title of research project:  Research aim:  Research project objectives: (Approx 3-4):  Research question(s): (Approx 1-2): | | | **Section Two: Reasons for choosing this research project** | | | Reasons for choosing the project (e.g. links to other subjects you are studying, personal interest, future plans, knowledge/skills you want to improve, why the topic is important): | | | **Section Three: Literature sources searched** | | | Use of key literature sources to support your research question(s), objectives or hypothesis: | | | **Section Four: Activities and timescales** | | | Activities to be carried out during the research project (e.g. research, development and analysis of ideas, writing, data collection, numerical analysis, tutor meetings, production of final outcome, evaluation, writing the report): | How long this will take: | | Milestone one: ...........................................................................................................................  Target date (set by tutor): ..........................................................................................................  Milestone two: ............................................................................................................................  Target date (set by tutor): .......................................................................................................... | | | **Section Five: Research approach and methodologies** | | | What type of research approach and methodologies are you likely to use and why?  What is your research plan: | |  |  | | --- | | **Comments and agreement from project proposal checker (tutor)** | | Comments (optional):  I confirm that the project is appropriate.  Agreed: ......................... (Name) ....................................................(Date) ................................. |   **Research Ethics Approval Form**  All students conducting research activity that involves human participants or the use of data collected from human participants are required to gain ethical approval before commencing their research. Please answer all relevant questions and note that your form may be returned if incomplete.  For further support and guidance please see your respective Unit Tutor.  Before completing this form, it is advised that you discuss your proposed research fully with your Unit Tutor. Please complete this form as per due date, before your research project is due to commence.   |  | | --- | | **Section 1: Basic Details**  **Project title:** ........................................................................................................................................................................................................................................................................................................................................  **Student name:** ...................................................................................  **Student ID number:** ...................................................................................  **Programme:** ...................................................................................  **College:** ...................................................................................  **Intended research start date:** .............................................  **Intended research end date:** ............................................. | | Section 2: Project Summary  Please select all research methods that you plan to use as part of your project:  • Interviews: ☐  • Questionnaires: ☐  • Observations:☐  • Use of Personal Records: ☐  • Data Analysis:☐  • Focus Groups:☐  • Other (please specify): **……………………………………………………………………………….** |  |  | | --- | | **Section 3: Participants**  Please answer the following questions, giving full details where necessary.  Will your research involve human participants?☐  Who are the participants? Tick all that apply:  Ages 12-16: ☐ Young People aged 17–18: ☐ Adults:☐  How will participants be recruited (identified and approached)?  Describe the processes you will use to inform participants about what you are doing:  How will you obtain consent from participants? Will this be written? How will it be made clear to participants that they may withdraw consent to participate at any time?  **Studies involving questionnaires:** Will participants be given the option of omitting questions they do not wish to answer?  Yes:☐ No: ☐  If No please explain why below and ensure that you cover any ethical issues arising from this  Confirm whether participants will be asked for their informed consent before filling in questionnaires.  Yes:☐ No: ☐  Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)?  Yes:☐ No:☐  Will participants be given information about the findings of your study? (This could be a brief summary of your findings in general)  Yes:☐ No: ☐ |  |  | | --- | | **Section 4: Data Storage and Security**  Confirm that all personal data will be stored and processed in compliance with the Data Protection Act (1998)  Yes: ☐ No:☐  Who will have access to the data and personal information?  **During the research:**  Where will the data be stored?  Will mobile devices such as USB storage and laptops be used?  Yes:☐ No: ☐  If yes, please provide further details:  After the research:  Where will the data be stored?  How long will the data and records be kept for and in what format?  Will data be kept for use by other researchers?  Yes:☐ No: ☐  *If yes, please provide further details:* |  |  | | --- | | **Section 5: Ethical Issues**  Are there any particular features of your proposed work which may raise ethical concerns? If so, please outline how you will deal with these:  It is important that you demonstrate your awareness of potential risks that may arise as a result of your research. Please consider/address all issues that may apply. Ethical concerns may include, but are not limited to the following:  • Informed consent.  • Potentially vulnerable participants.  • Sensitive topics.  • Risks to participants and/or researchers.  • Confidentiality/anonymity.  • Disclosures/limits to confidentiality.  • Data storage and security, both during and after the research (including transfer, sharing, encryption, protection).  • Reporting.  • Dissemination and use of your findings. | |  |  |  | | --- | | **Section 6: Declaration**  I have read, understood and will abide by the institution’s Research and Ethics Policy:  Yes: ☐ No: ☐  I have discussed the ethical issues relating to my research with my Unit Tutor:  Yes:☐ No:☐  I confirm that to the best of my knowledge:  The above information is correct and that this is a full description of the ethical issues that may arise in the course of my research.  Name: ........................................................................................................................................................  Date: ...................................................................................  Please submit your completed form to: Tutor & Course Administrator and to be submitted with Assignment on LMS. |   **Project Report:**  **Scenario**  In line with Pearson set-theme on **“Business Recovery”;** you are required to choose an organization. You should have access to the organization which can be the focal point of your research work. Identify major relevant problems/ issues related to the theme, align with the chosen organization and based on the problem/ issue, narrow this as a topic for your research work. The topic chosen must be discussed with your faculty and approved by him/ her before you start doing your research work.  Fill up the **‘Research Proposal Form’** and the **‘Research Ethics Approval Form’** as per the templates given above, and send these to your tutor, as per the date communicated in the assignment brief.  You are expected to conduct this project work individually, write a project report and incorporate the answers to the following questions within the report itself, by referring to the chosen company. You will use existing sources of research work in the form of published articles and journals, as well as other secondary material and literature available on the company, and theme under study.  Remember that the whole assignment will be written like a Project Report with following structure:   * **Title of Research Project** * **Abstract** * **Table of contents** * **List of tables, figures, and diagrams (specifying their numbers and respective page numbers)** * **Research Proposal** * **Chapter-1: Introduction** * **Chapter-2: Review of Literature** * **Chapter-3: Research Methodology** * **Chapter-4: Data analysis, findings, and discussions** * **Chapter-5: Conclusions and recommendations** * **Reference list** * **Appendix**   For writing above, your Project Report must address the following requirements:   1. Produce a Research Proposal which should give out clearly under the following headings: 2. Title 3. Aim 4. Objectives 5. Research questions 6. Literature reviewed as per the given objectives and research questions 7. Examine and evaluate different research methods and approaches you would like to adopt; in the forms of quantitative and qualitative data collection methods you desire to use for collection of primary and secondary data. Also, spell out the research methodology you wish to use in your research work. You must clearly give out justifications for the choice of research methods and methodology chosen, based on philosophical/ theoretical research frameworks chosen by you. 8. Consider the costs involved in such research work, as well as how are you going to access participants and ensure that all ethical issues are adhered to while conducting this research. 9. Conduct primary research using quantitative and/ or qualitative data collection methods, and use secondary research from literature reviewed to substantiate the primary research data findings. For primary research data analysis, you will use simple statistical tools and techniques like graphs, charts, histograms, averages, coding, etc. to analyze your quantitative and qualitative data. With the secondary research literature available, substantiate your arguments, counter-arguments and discussions with the primary data findings, and this should help you to come to certain conclusive research findings and analysis in your report. 10. Discuss the merits, limitations and pitfalls of approaches used in your research work for data collection and analysis. Thereafter critically evaluate whether the research methodologies and processes used in your project work justified the chosen research methods and analysis done by you. 11. Communicate research outcomes in the project report which should spell out clear consequences for all stakeholders of the company. Coherently and logically communicate, as well as critically analyze if these research outcomes are meeting the research objectives and the research questions. Finally, make valid, justified recommendations which can be effectively implemented by your chosen organization. 12. Demonstrate critical reflection on the effectiveness of research methods applied in your project work for meeting and answering it’s given objectives and research questions. Bring out the lessons learnt based on the given outcomes, and consider any alternative research methodologies that could have been used for improvements/ can be used for further future research considerations. Based on reflection and engagement done in the whole research process, give out clearly overall recommended actions for improvements and future research considerations.   **Note: Conclude your report with well drafted Reference list and include appendices at the end of your work.**  The submission on the LMS is in the form of an individual written report. This should be written in a concise, formal business style using single spacing and Times New Roman font with size 12. You are required to make use of headings, paragraphs and subsections as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. Please also provide a bibliography using the Harvard Referencing System. The recommended word limit is approx. 7000 words (excluding reference list and appendices). | | |

**Begin your answers on this file itself on the next page**