

# ASSESSMENT BOOKLET

## BSBINS603

### Initiate and lead applied research

Student Details						
Student Name				Student ID		
Result Summary						
Assessment task outcomes	TASK 1	<input type="checkbox"/> C	<input type="checkbox"/> NYC	<input type="checkbox"/> NA	Type of Submission	<input type="checkbox"/> First submission <input type="checkbox"/> First re-submission <input type="checkbox"/> Second re-submission
	TASK 2	<input type="checkbox"/> C	<input type="checkbox"/> NYC	<input type="checkbox"/> NA		
Final Unit Outcome	<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent		Submission Date	
Assessor Name				Assessor Signature		

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## Assessment Record of Outcome

**Purpose:** This sheet provides an overview of a student's competency for each unit based on all assessment tasks submitted.

**Instructions:** Assessor: Record the outcome of each assessment task and determine the student's competency for the unit based on all assessment tasks. Record the unit outcome below, sign and date.

**Admin Team:** Record the unit outcome in RTO Manager and save the assessment bundle in the student's file. A scanned copy of this document is to be retained once the assessment is destroyed.

Student Name		Student ID	
Unit Code	BSBINS603		
Unit Title	Initiate and lead applied research		
Assessment Submission Date		Type of submission	<input type="checkbox"/> First Submission <input type="checkbox"/> First Re-submission <input type="checkbox"/> Second Re-submission
Assessment Task Results (Please tick)			
Assessment 1	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		
Assessment 2	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		
<b>Final Assessment Result for this unit</b>		<input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>	
<b>Assessor Declaration</b>	<p>In completing this assessment, I confirm that the participant has demonstrated all unit outcomes through consistent and repeated application of skills with competent performance in multiple instances over a period of time.</p> <p>Evidence collected has been confirmed as:   <input type="checkbox"/> Valid    <input type="checkbox"/> Sufficient    <input type="checkbox"/> Current    <input type="checkbox"/> Authentic</p>		
Assessor Name		Assessor Signature	
Feedback			

Data Entry			
Admin Initials	Officer	Date Entered In RTO Manager	<input type="checkbox"/> YES <input type="checkbox"/> No

## Student Declaration and Agreement

### Section One: Declaration

- a. I declare that this assessment is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item:
- i. reproduce this assessment item and provide a copy to another member of the Institute; and/or,
  - ii. communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).
- b. I understand it is my responsibility as a student to keep a copy of the assessment prior to submission, Albright Institute takes no responsibility for lost in transit. If required I may be asked to reproduce another copy of the assessment/s.
- c. I understand that it is my responsibility to read all the policies relevant to my course and college and if I am found to be in breach of policy, disciplinary action may be taken against me.

### Section Two: Agreement

Read through the assessments in this booklet before you fill out and sign the agreement below. Make sure you sign this before you start any of your assessments.

- i. Have you read and understood what is required of you in terms of assessment?  Yes     No
- ii. Do you understand the requirements of this assessment?  Yes     No
- iii. Do you agree to the way in which you are being assessed?  Yes     No
- iv. Do you have any special needs or considerations to be made for this assessment? If yes, what are they?  Yes     No

- v. Do you understand your rights to appeal the decisions made in an assessment?  Yes  No

Student Name		Student Signature		Date	
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## Assessment Overview

This Student Assessment Booklet includes all your tasks for assessment of BSBINS603 Initiate and lead applied research

### About your assessments

This unit requires that you to complete two (2) assessments. You must complete all assessments with a competent result to achieve competency for this unit. Please read the information below about each task included in this assessment.

Task	Description
<b>Assessment 1</b>	<p><b>Short Answer Questions</b></p> <p>In this assessment, you will demonstrate a sound knowledge of the unit requirements through completing and submitting written questions.</p> <p>You must correctly answer all questions to show that you understand the knowledge required of this unit.</p>

Task	Description
<b>Assessment 2 (Workplace Project)</b>	<p><b>This assessment is divided into five tasks:</b></p> <ul style="list-style-type: none"> <li>▪ Task 1: Clarify and Confirm Requirements and Purpose for Applied Research</li> <li>▪ Task 2: Applied Research Plan</li> <li>▪ Task 3: Data Collection and Validation Report</li> <li>▪ Task 4: Research Findings Presentation</li> <li>▪ Task 5: Present Findings and Identify Need for Further Research</li> </ul>

## Student Information

### What is competency?

To complete assessment tasks satisfactorily you will need to demonstrate competence – but what does this mean?

In the Australian vocational education and training system, the concept of competence, is defined as: "The ability to perform tasks and duties to the standard expected in the workplace". Competence involves the application of specific skills, knowledge and attitudes to the work performance in an industry, an industry sector or an enterprise. Competence is rarely achieved in a one-off demonstration. It needs to be developed holistically – that is, bringing a range of skills and knowledge together – and over time in a real or simulated workplace. To achieve competence, you need to demonstrate that you can perform a given task to the standard defined in an endorsed unit of competency.

### How to submit your assessments?

When you have completed each assessment you will need to submit it to your assessor. Instructions about submission can be found at the beginning of each assessment task. Make

sure you photocopy your written activities before you submit them – your assessor will put the documents you submit into your student file. These will not be returned to you.

### **Assessment Task Cover Sheet**

At the beginning of each task in this booklet, you will find an Assessment Task Cover Sheet. Please fill it in for each task, making sure you sign the student declaration.

Your assessor will give you feedback about how well you went in each task, and will write this on the back of the Task Cover Sheet.

### **Assessment outcomes**

Once the assessment has been completed the student will be given the result within 14 days. Once the student has satisfactorily completed the required assessments for a unit of competency he/she will receive an outcome of C (Competent) or otherwise NYC (Not Yet Competent) in which case the student is entitled to apply for a resubmission of the assessment.

### **Reasonable adjustments**

Wherever possible, trainers/assessors will make reasonable adjustments to training and assessment processes to ensure all people are treated equally in the training and assessment process.

Students who have special needs may be allowed reasonable adjustment at the time of assessment in line with the Albright Institute's Policy and Procedures.

To meet the needs of all learners' adjustments can be made to the way assessments are conducted but not to the requirements of the assessment. The purpose of these adjustments is to enhance fairness and flexibility so that the specific needs of students can be met.

Examples of reasonable adjustments

- a. providing additional time for student to practice the assessment tasks
- b. presenting questions orally for students with literacy issues
- c. asking questions in a relevant practical context
- d. adapting machinery and equipment to make it more easily used
- e. presenting work instructions in diagrammatic or pictorial form instead of words and sentences
- f. simplifying the design of tasks

It is the responsibility of each assessor to assess students' needs and make whatever reasonable adjustments are practicable to maximise a students' opportunity to demonstrate their competence.

### **Assessment re-submission**

If a student is deemed NYC (not yet competent) the Trainer/Assessor (TRN) will explain why and inform the student of what needs to be completed in order to demonstrate competence.

Re-assessment for assessments only occurs if the student has previously submitted the assessment or has missed the relevant session(s) and has been afforded special consideration which is approved by the Administration department.

If the result for the first submission of an assessment is NYC, students will be given two re-submission opportunities to achieve a competent result (this re-assessment is conducted free

of charge). A suitable time will be arranged for the reassessment to occur within 14 days of the completion of the unit in question. Should a student either not make an attempt within this time frame (in spite of all efforts by Albright Institute, its Trainer/Assessor and administration staff to have the student attend a reassessment session) or the student does not achieve a satisfactory result after two re-assessments they may be charged for another attempt.

Should the student still not achieve competence after these assessment attempts, it will be necessary for them to re-enrol in (repeat) the unit of competence at a cost.

### **Assessment appeals**

You can make an appeal about an assessment decision by filling an appeal form. Ask for an appeal form from a student support officer. Refer to Albright Institute's Assessment Policy for more information about our appeals process.

### **Plagiarism Policy**

All student work must be written in their own words, except where acknowledged through quotations and referencing. Plagiarism is a serious offence; Albright Institute may impose severe penalties on students who plagiarise.

For more information on Plagiarism and Cheating refer to Albright Institute's policies.



# Assessment 1 – Coversheet

Students: Please fill out this cover sheet clearly and accurately. Make sure you have kept a copy of your work.

Student and Submission Details			
Student Name		Student ID	
Unit Code and Name	BSBINS603 Initiate and lead applied research	Date of submission	
<b>STUDENT DECLARATION</b>			
<p>I declare that</p> <ul style="list-style-type: none"> <li>a. this assessment is my own work.</li> <li>b. None of this work has been completed by any other person.</li> <li>c. I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>d. I have correctly referenced all resources and reference texts throughout these assessment tasks.</li> <li>e. I understand that if I am found to be in breach of policy, disciplinary action may be taken against me.</li> </ul>			
Student Signature			

Assessor To Complete			
Assessment 1	Assessment Result	Date	Type Of Submission
Short Answer Questions	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		<input type="checkbox"/> First submission <input type="checkbox"/> First re-submission <input type="checkbox"/> Second re-submission
Assessor feedback			

Assessor Name	
Assessor Signature	

**This assessment meets the following Knowledge Evidence:**

Knowledge evidence	Satisfactory	Unsatisfactory	Not Present
<ul style="list-style-type: none"> <li>organisational communication processes and methods</li> <li>data collection and analysis methods, including the use of technology and technology services</li> <li>legal requirements, policies, procedures and guidelines relating to research</li> <li>common presentation techniques and reporting methods</li> <li>applied research tools and methods and how they are applied</li> <li>organisational policies and procedures relevant to performance evidence.</li> </ul>			

# Assessment 1 – Short Answer Questions

**Assessment summary**

- You are required to answer all the written questions in this assessment.

**Resources and equipment required to complete this assessment**

- Access to textbooks and other learning materials.  
 Access to a computer, printer, Internet and email software (if required).

**When and where should the assessment be completed?**

- This assessment may be done in your own time as homework or you may be given time to do this task in class (where applicable).  
 Your assessor will provide you with the due date for this assessment.

**What needs to be submitted?**

- Your answers to each question in this assessment along with references.

**Instructions**

- This is an open book test – you can use your learning materials as reference.  
 You must answer all questions in this assessment correctly.  
 You must answer the questions by typing your answers in Microsoft Word and converting it into **a pdf**.  
 Please include the following details in the header section of each page of your assessment document:

- Student Name and ID
- Course Code and title
- Unit Code and title
- Trainer and assessor name
- Page numbers

- You are required to submit your assessment on the LMS (Moodle). No submissions will be accepted via emails.

# Short Answer Questions

## Question 1

Bounce Fitness is a premiere fitness centre with its head office located in Cairns. Like all other businesses, it values clear and quick communication. It defines a number of communications processes to help employees reach this goal.

Access and review Bounce Fitness's communications processes through the link below.

### Communications Process

<https://bouncefitness.precisiongroup.com.au/policies-and-procedures/administrative-policy-procedures/>

Answer the following questions about Bounce Fitness' communications processes.

a. Outline the steps to set daily reminders for meetings at Bounce.

b. Based on your answer, identify the most appropriate organisational communication method for sending a meeting reminder at Bounce.

c. Outline the steps to contact staff members at Bounce in the event of a delivery.

d. Based on your answer, identify the most appropriate organisational communication method to contact Bounce staff in the event of a delivery where no payment or proof of identity is required.

e. Outline the steps to contact staff members at Bounce in the event of missed phone calls.

f. Based on your answer, identify the most appropriate organisational communication method to contact Bounce staff in the event of missed phone calls.

## Question 2

Complete the table below about data collection methods used during applied research:

- a. Identify at least three data collection methods used during applied research.
- b. In 50 words or more, explain how each identified data collection method is used.

Data Collection Methods	How Each Method is Used During Applied Research
i.	

ii.	
iii.	

### Question 3

Complete the table below about data analysis methods used during applied research:

- a. Identify at least three data analysis methods used during applied research.
- b. In 50 words or more, explain how each identified data analysis method is used.

Data Analysis Methods	How Each Method is Used During Applied Research
i.	
ii.	
iii.	

## Question 4

Read the scenarios below and answer the questions that follow about common presentation techniques.

### Scenario 1

David is presenting the results of his applied research to a large group of peers. While he started with a crisp introduction, he spent a lot of time discussing his recommendations. As a result, the presentation stretched 30 minutes beyond schedule.

All this time, David has been the only person speaking. He has not taken any questions or feedback from the participants.

A large number of participants have excused themselves on account of other pre-planned meetings. The remaining participants seem bored and are not responding to David's questions enthusiastically.

David is feeling disappointed at not being able to share his work properly.

- a. Identify at least one technique that David should have used to ensure that he communicates ALL of his points during a presentation.

- b. Identify the most appropriate presentation technique that David must use to hold the attention of his audience during a presentation.

### Scenario 2

Sarah tends to speak very fast when she is talking about something that she is passionate about.

Today, she is presenting the findings of her applied research to a group of peers. The topic "How to Improve Employee Productivity" is very close to her heart. During the presentation, many of her peers ask her to repeat what she just said.

On the third such request, Sarah realises her mistake and starts speaking slowly. She notices how her peers seem to understand her points much better and are not asking her to repeat herself anymore.

a. Identify the mistake that Sarah was making initially.

b. Identify at least one presentation technique that Sarah used to correct her mistake.

### Scenario 3

Kevin is presenting his applied research to a very important group of people. This presentation will determine if he gets promoted this year.

During the presentation, Kevin does not make eye contact with any member of his audience. Instead, he focusses all his attention on the data on his slides.

When he finally looks at his audience at the end of the presentation, he is surprised to see that they are bored.

Identify one presentation technique that Kevin should have used to make his audience feel included.



## Question 5

Complete the table below about reporting methods used for applied research:

- a. Identify at least three reporting methods used to report the results of applied research.
- b. In 50 words or more, describe the advantage of using each identified method for reporting the results of applied research.

Reporting Methods for Applied Research	Advantage of Using Each Method
i.	
ii.	
iii.	

### Question 6

Complete the table below about applied research tools:

- a. Identify at least three applied research tools.
- b. In 50 words or more, explain how each identified tool is used in applied research.

Applied Research Tools	How Each Tool is Used
i.	
ii.	
iii.	

### Question 7

Complete the table below about applied research methods:

- a. Identify the three applied research methods.
- b. In 50 words or more, explain how each identified method is used in applied research.

Applied Research Methods	How Each Method is Used
i.	

ii.	
iii.	

**What to submit:**

- Answers to all questions
- References

## Assessment 2 – Coversheet

Students: Please fill out this cover sheet clearly and accurately. Make sure you have kept a copy of your work.

Student and Submission Details			
Student Name		Student ID	
Unit Code and Name	BSBINS603 Initiate and lead applied research	Date of submission	
STUDENT DECLARATION			
<p>I declare that</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> This assessment is my own work.</li> <li><input checked="" type="checkbox"/> None of this work has been completed by any other person.</li> <li><input checked="" type="checkbox"/> I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li><input checked="" type="checkbox"/> I have correctly referenced all resources and reference texts throughout these assessment tasks.</li> <li><input checked="" type="checkbox"/> I understand that if I am found to be in breach of policy, disciplinary action may be taken against me.</li> </ul>			
Student Signature			

Assessor to complete			
Assessment 2	Assessment Result	Date	Type Of Submission
Assessment 2 (Workplace project)	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		<input type="checkbox"/> First submission <input type="checkbox"/> First re-submission <input type="checkbox"/> Second re-submission
Assessor feedback			

Assessor Name	
Assessor Signature	

**Assessment 2 – Workplace Project Assessment**

**This assessment meets the following performance criteria:**

Performance Criteria	Satisfactory	Unsatisfactory	Not Present

<p>1. Plan and develop an applied research strategy</p>	<p>1.1 Clarify and confirm applied research purpose and requirements of relevant stakeholders</p> <p>1.2 Identify policies and procedures in relation to conducting applied research</p> <p>1.3 Establish methods for collecting and maintaining data in a systematic manner</p> <p>1.4 Analyse factors affecting the reliability and validity of data</p> <p>1.5 Review relevant research ethics and codes of conduct</p> <p>1.6 Prepare applied research strategy and hypothesis</p> <p>1.7 Frame a research strategy according to available tools and resources</p> <p>1.8 Review and evaluate a range of applied research methods, theories and data collection techniques</p> <p>1.9 Select methods to gather and analyse data according to research strategy</p>			
<p>2. Use a range of applied research techniques</p>	<p>2.1 Use suitable technology and technology services to support data collection and analysis</p> <p>2.2 Access sources of information and contributors relevant to the research</p> <p>2.3 Confirm integrity of the data collected, and analysis tools used</p>			
<p>3. Analyse and present findings</p>	<p>3.1 Evaluate how research findings such as trends and changes will impact on requirements of relevant stakeholders</p> <p>3.2 Review data and research findings for accuracy of details and adherence to any legal requirements</p> <p>3.3 Collate and analyse data for relevance against the original applied research strategy</p> <p>3.4 Document and present research findings in a clear and logical manner consistent with stakeholder requirements</p> <p>3.5 Identify the need for, and approach to, further research as</p>			

	required			
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**This assessment meets the following performance Evidence:**

<b>Performance evidence</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Not Present</b>
<ul style="list-style-type: none"> <li>• plan, conduct and report on applied research relevant to organisational strategic practices and outcomes on at least one occasion.</li> <li>• formulate a research proposal or plan which includes:               <ul style="list-style-type: none"> <li>• specific research questions or hypotheses</li> <li>• valid population or sample size</li> <li>• description of the geographical, cultural, social or institutional context within which the research will be carried out</li> <li>• full description of the data collection methods</li> <li>• analysis of the limitations to research design including the reliability and validity of data</li> </ul> </li> <li>• document and present research findings including analysis of data, valid and reliable findings and recommendations for further research.</li> </ul>			

**This assessment meets the following Foundation Skills:**

Foundation Skills		Satisfactory	Unsatisfactory	Not Present
Learning	<ul style="list-style-type: none"> <li>Evaluates and reflects on the need for research to contribute to ongoing organisational improvement</li> </ul>			
Reading	<ul style="list-style-type: none"> <li>Collects, analyses, compares and evaluates textual information from a range of resources to inform research strategies</li> </ul>			
Writing	<ul style="list-style-type: none"> <li>Develops texts dealing with complex ideas and concepts</li> <li>Uses specialised and detailed language to convey explicit information, requirements and recommendations in accordance with legal, ethical and organisational requirements</li> </ul>			
Oral Communication	<ul style="list-style-type: none"> <li>Uses specialised vocabulary appropriate to context and audience to discuss and confirm research requirements</li> <li>Applies listening and questioning techniques to check or confirm understanding</li> </ul>			
Numeracy	<ul style="list-style-type: none"> <li>Applies knowledge of mathematical information to statistically analyse data and identify possible trends and confirm reliability</li> </ul>			
Self-management	<ul style="list-style-type: none"> <li>Takes responsibility for determining applicable organisational policies and procedures and considering legal and ethical obligations</li> <li>Monitors adherence to legal and regulatory rights and responsibilities for self and others</li> </ul>			
Planning and organising	<ul style="list-style-type: none"> <li>Develops plans for complex activities, regularly reviewing priorities and performance during implementation, identifying and addressing issues as they arise</li> </ul>			



# Assessment 2 – Workplace assessment

## Assessment Overview

**This workplace assessment requires you to develop at least one applied research plan in your workplace, and implement it on at least one occasion.**

**This assessment is divided into five tasks:**

- Task 1: Clarify and Confirm Requirements and Purpose for Applied Research
- Task 2: Applied Research Plan
- Task 3: Data Collection and Validation Report
- Task 4: Research Findings Presentation
- Task 5: Present Findings and Identify Need for Further Research

You are required to complete the assessment tasks in a real workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

Each task comes with a set of instructions. You are to follow these instructions to complete the assessment. Each task will require you to either:

- Submit completed workplace templates and/or any required documentation; or
- Demonstrate task requirements while being observed by the assessor.

Some tasks may include both requirements. These will serve as evidence of your task completion.

Before starting this assessment, your assessor will discuss with you these instructions, resources, and guidance for satisfactorily completing the tasks.

**You are required to:**

- Complete the tasks within the time allowed, as scheduled in-class roll.
- Clarify and confirm the purpose and requirements of applied research with at least two relevant stakeholders
- Develop at least one applied research plan
- Collect and validate data as per the applied research plan
- Analyse collected data
- Prepare a presentation for the research findings
- Present research findings to at least two relevant stakeholders
- Finalise at least one recommendation for further research

**Forms and Templates**

Generic forms and templates to be used for the assessments are specified for each task, unless otherwise stated. These can be accessed from the following link:

**BSBINS603 Forms and Templates**

Username: albrightlearner

Password: albright@123

If you are currently in a workplace, use similar workplace templates and forms used by your organisation to complete each assessment task.

Discuss with your supervisor and your assessor first to ensure that the forms/templates you will use cover all criteria required by each assessment task.

Review these forms and templates with your assessor before starting the task.

## Task 1: Clarify and Confirm Requirements and Purpose for Applied Research

### ASSESSMENT INSTRUCTIONS

Your assessor will observe you as you clarify and confirm the purpose and requirements of applied research with at least two relevant stakeholders.

*Relevant stakeholders refer to individuals who have a keen interest in the learner's research.*

Use the **Meeting Minutes** template provided at the Bounce Fitness site.

Before starting this task, access and review information on organisational strategic practices and outcomes.

You will be assessed on your practical skills to:

- Clarify the following information about applied research with relevant stakeholders:
  - At least one purpose for applied research.
  - At least two requirements for applied research.
- Confirm the previously clarified information about applied research.
- Use specialised vocabulary appropriate to the following:
  - Context
  - Audience
- Apply the following to check or confirm understanding:
  - Listening techniques
  - Questioning techniques

To complete this task, you must record the discussion with relevant stakeholders in meeting minutes.

Review the following before starting this task:

- **Workplace Assessment Task 1 – Observation Form**
- **Workplace Assessment Task 1 – Assessor's Checklist**

These forms outline the following:

- Resources you are required to access to complete the task.
- All criteria your submission must address to satisfactorily complete this task.
- All practical skills you need to demonstrate to satisfactorily complete the observation task.

You assessor will discuss these resources with you, and the criteria outlined in these forms prior to this assessment.

Submit the completed meeting minutes to your assessor.

## Task 2: Applied Research Plan

### ASSESSMENT INSTRUCTIONS

This task will require you to prepare at least one applied research plan to meet the purpose and requirements confirmed with relevant stakeholders in *Workplace Assessment Task 1*.

Use the **Applied Research Plan** template provided at the Bounce Fitness site.

To complete this task, you must:

- Access and review:
  - Meeting minutes from *Workplace Assessment Task 1*
  - Existing research on your research topic
  - Documents with requirements relevant to applied research, including:
    - Organisational policies and procedures
    - Research ethics
    - Codes of conduct
    - Legislation
    - Guidelines
  - Documents with information on factors that affect the following:
    - Reliability of data
    - Validity of data
  - Sources of information to develop the applied research plan, including lists of:

- Tools and resources available for applied research
  - Applied research methods and theories
  - Data collection methods and techniques
  - Data analysis methods
  - Methods for maintaining data in a systematic manner
  - Organisational documents with information on typical frequency for reviewing performance
- Identify the following requirements to follow when conducting applied research:
    - At least two policy statements
    - At least one set of procedure for each policy statement
    - At least two legislative provisions
    - At least one provision from each code of conduct
    - At least two guidelines relating to applied research
    - At least two research ethics
    - At least two tools available for applied research
    - At least three resources available for applied research
  - Outline the research strategy, including:
    - At least one research objective based on the purpose of applied research confirmed in *Workplace Assessment Task 1*
    - At least one research question to support the research objective
    - At least one research hypothesis relevant to the research question
  - Analyse how factors affecting the following impact the data collected:
    - Reliability of data
    - Validity of data
  - Evaluate effectiveness of the following, when implemented using available tools and resources:
    - Applied research methods
    - Applied research techniques
    - Data collection techniques
  - Select the following based on your research strategy, analysis and evaluation above:
    - At least one applied research method
    - At least one applied research theory

- At least one method for collecting data
- At least one data collection technique
- At least one method for maintaining data
- At least one method for data analysis
- Develop a monitoring schedule for reviewing performance during implementation.
- Prepare an applied research plan based on all the information outlined above.
- Notify ALL relevant stakeholders about the applied research plan.

Submit the completed applied research plan to your assessor

## Task 3: Data Collection and Validation Report

### ASSESSMENT INSTRUCTIONS

This task will require you to collect and validate data as per the applied research plan prepared in *Workplace Assessment Task 2*.

Use the **Data Collection and Validation Report** template provided at the Bounce Fitness site.

To complete this task, you must:

- Access and review:
  - Applied research plan developed in *Workplace Assessment Task 2*
  - List of sources of information for applied research
  - List of contributors relevant to the research
  - Documentation for using suitable technology and technology services for data collection and analysis
  - Guidelines to confirm integrity of data collected and analysis tools used
- Collect data from the following as per the applied research plan developed in *Workplace Assessment Task 2*:
  - At least two sources of information
  - At least two relevant contributors

Use suitable technology and technology services for data collection

- Confirm integrity of the following as per the monitoring schedule in the applied research plan developed in *Workplace Assessment Task 2*:
  - Data collected
  - Analysis tools to be used
- Identify at least two issues with data or analysis tool integrity.
- Address the identified issues.
- Prepare a data collection and validation report based on all the information above.

Submit the completed data collection and validation report to your assessor. Include any supplementary documents/sources used to create the data collection and validation report, such as:

- List of sources of information for applied research
- List of contributors relevant to the research
- Documentation for using suitable technology and technology services for data collection
- Guidelines to confirm integrity of data collected and analysis tools used

You must also submit evidence of:

- Collecting data from at least two relevant contributors.

Evidence must be at least one of the following:

- Email correspondence
- Meeting minutes
- Video recording of the meeting conducted with the relevant contributors

*When using this as evidence, ensure to inform the contributors of the purpose of the recording before doing so.*

- Using suitable technology for data collection.

Evidence must be at least one of the following:

- Screenshots that show the technology being used
- Video recording of you using the technology

- Using suitable technology service provider for data collection.

Evidence must be at least one of the following:

- Email correspondence with the technology service provider
- Meeting minutes
- Video recording of the meeting where technology service provider shares the collected data

*When using this as evidence, ensure to inform the technology service provider of the purpose of the recording before doing so.*

Include a copy of the data collected by the technology service provider.

- Confirming integrity of data collected

Evidence must be at least one of the following:

- Screenshots of the learner's test data
- Video recording of the learner conducting checks to confirm integrity of data

- Confirming integrity of analysis tools to be used

Evidence must be at least one of the following:

- Video recording of the learner conducting checks to confirm integrity of analysis tool used
- Error reports generated by the analysis tool

- Addressing issues identified with data or analysis tool integrity.

Evidence must be at least one of the following:

- Email correspondence
- Meeting minutes
- Video recording of the meeting conducted to address the issues

*When using this as evidence, ensure to inform attendees of the purpose of the recording before doing so.*



## Task 4: Research Findings Presentation

### ASSESSMENT INSTRUCTIONS

This task will require you to analyse data collected in *Workplace Assessment Task 3* and prepare a presentation for the research findings.

Use the **Research Findings Presentation** template provided at the Bounce Fitness site.

To complete this task, you must:

- Access and review:
  - Meeting minutes prepared in *Workplace Assessment Task 1*
  - Applied research plan developed in *Workplace Assessment Task 2*
  - Data collection and validation report prepared in *Workplace Assessment Task 3*
  - Organisational guidelines for preparing presentations
- Review data collected in *Workplace Assessment Task 3* for the following:
  - Accuracy of details
  - Adherence to legal requirements identified in *Workplace Assessment Task 2*
- Analyse the reviewed data using suitable technology and technology services
- Identify at least two of each of the following relevant to your research based on the analysis:
  - Possible trends
  - Expected changes
- Review each identified trend and change for the following:
  - Accuracy
  - Adherence to legal requirements identified in *Workplace Assessment Task 2*
- Evaluate impact of each identified trend and change on stakeholder requirements from *Workplace Assessment Task 1*.
- Provide at least two recommendations for further research based on the information above.
- Develop a research findings presentation consistent with stakeholder requirements, including all information identified above. .

Submit the completed research findings presentation to your assessor.

## Task 5: Present Findings and Identify Need for Further Research

### ASSESSMENT INSTRUCTIONS

Your assessor will observe you as you present the research findings presentation prepared in *Workplace Assessment Task 4* to at least two relevant stakeholders and finalise at least one recommendation for further research.

You will be assessed on your practical skills to:

- Present all sections of the research findings presentation in a clear and logical manner.  
The research findings you present must be consistent with stakeholder requirements.
- Finalise recommendations for further research in consultation with relevant stakeholders.
- Apply the following to check or confirm understanding:
  - Listening techniques
  - Questioning techniques

After completing the presentation, update the section for further improvements in the research findings presentation based on the discussion during the meeting.

Before starting this task, you must access and review the following:

- Applied research plan developed in *Workplace Assessment Task 2*.
- Research findings presentation prepared in *Workplace Assessment Task 4*.
- **Workplace Assessment Task 5 – Observation Form** before starting this task. This form outlines all the practical skills you need to demonstrate to satisfactorily complete this task. Your assessor will also discuss with you the practical skills outlined in this form prior to the assessment.

Submit the updated research findings presentation to your assessor.

# Assessment Checklist

The learner has completed the Short Answer Questions in this workbook	✓
Short Answer Questions	<input type="checkbox"/>
The learner has completed the Practical Assessments in this workbook and has submitted all the required evidence:	✓
<b>Workplace Assessment</b>	
<b>Task 1: Clarify and Confirm Requirements and Purpose for Applied Research</b>	
Meeting Minutes	<input type="checkbox"/>
Video recording of the presentation <i>Only if direct observation is not possible.</i>	<input type="checkbox"/>
<b>Task 2: Applied Research Plan</b>	
Completed applied research plan	<input type="checkbox"/>
Evidence of notifying relevant stakeholders Specify evidence submitted:	<input type="checkbox"/>
<i>Supplementary evidence</i>	<input type="checkbox"/>
a. <u>At least one</u> document containing existing research on research topic Specify evidence submitted:	<input type="checkbox"/>
b. <u>At least one</u> document containing organisational policies and procedures relevant to applied research Specify evidence submitted:	<input type="checkbox"/>

<p>c. <u>At least one</u> document containing research ethics relevant to applied research</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>d. <u>At least two</u> codes of conduct relevant to applied research</p> <p>Specify evidence submitted:</p> <p style="margin-left: 40px;">i.</p> <p style="margin-left: 40px;">ii.</p>	<input type="checkbox"/>
<p>e. <u>At least one</u> document containing guidelines relevant to applied research</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>f. <u>At least one</u> document with information on factors that affect reliability and validity of data</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>g. <u>At least one</u> list of tools and resources available for applied research</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>h. <u>At least one</u> list of applied research methods and theories</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>i. <u>At least one</u> list of data collection methods and techniques</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>j. <u>At least one</u> list of data analysis methods</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>k. <u>At least one</u> list of methods for maintaining data in a systematic manner</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>
<p>l. <u>At least one</u> organisational document with information on typical frequency for reviewing performance</p> <p>Specify evidence submitted:</p>	<input type="checkbox"/>

### Task 3: Data Collection and Validation Report

Completed data collection and validation report	<input type="checkbox"/>
Evidence of collecting data from relevant contributors Specify evidence submitted:	<input type="checkbox"/>
Evidence of using suitable technology Specify evidence submitted:	<input type="checkbox"/>
Evidence of using suitable technology service provider Specify evidence submitted:	<input type="checkbox"/>
Evidence of confirming integrity of data Specify evidence submitted:	<input type="checkbox"/>
Evidence of confirming integrity of analysis tool Specify evidence submitted:	<input type="checkbox"/>
Evidence of addressing issues Specify evidence submitted:	<input type="checkbox"/>
<i>Supplementary evidence</i>	<input type="checkbox"/>
a. <u>At least one</u> list of sources of information for applied research Specify evidence submitted:	
a. <u>At least one</u> list of contributors relevant to research Specify evidence submitted:	<input type="checkbox"/>
a. <u>At least one</u> documentation for using suitable technology and technology services for data collection Specify evidence submitted:	<input type="checkbox"/>
a. <u>At least one</u> document containing guidelines to confirm integrity of data collected and analysis tools used Specify evidence submitted:	<input type="checkbox"/>

#### Task 4: Research Findings Presentation

Completed research findings presentation

Evidence of using suitable technology for data analysis

Specify evidence submitted:

Evidence of using suitable technology service provider for data analysis

Specify evidence submitted:

*Supplementary evidence*

At least one document organisational guidelines for preparing presentations

Specify evidence submitted:

#### Task 5: Present Findings and Identify Need for Further Research

Updated research findings presentation

Video recording of the presentation

*Only if direct observation is not possible.*

# Record of Assessment

Assessment Details		
<b>Learner</b>		
<b>Course Code</b>		
<b>Unit of Competency</b>	BSBINS603 - Initiate and lead applied research	
<b>Assessor Name</b>		
<b>RTO</b>		
Assessment Activity	Satisfactory	Needs more evidence
<b>Short Answer Questions</b>		
Short Answer Question 1	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 2	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 3	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 4	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 5	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 6	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 7	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace Assessment</b>		
Task 1: Clarify and Confirm Requirements and Purpose for Applied Research	<input type="checkbox"/>	<input type="checkbox"/>
Task 2: Applied Research Plan	<input type="checkbox"/>	<input type="checkbox"/>
Task 3: Data Collection and Validation Report	<input type="checkbox"/>	<input type="checkbox"/>
Task 4: Research Findings Presentation	<input type="checkbox"/>	<input type="checkbox"/>
Task 5: Present Findings and Identify Need for Further Research	<input type="checkbox"/>	<input type="checkbox"/>

Assessor's Comments

Remarks/feedback

Details of further evidence required

Please tick the appropriate box.

Yes

No

Comments and further action required are noted in the Learner Assessment Pack



Results discussed and agreed to by the learner



**You have the right to appeal the outcome of your assessment.**

The Learner is

Competent

Not Yet Competent

Assessor's signature

Date signed