

| Qualification   |                 | Unit number and title   |              |
|---|-----------------|-------------------------|--------------|
| Pearson BTEC Level 5 HND Diploma in Health and Social Care (Management) (QCF) |                 | Unit 6 Research Project |              |
| Student name  |                 | Assessor name           |              |
|   |                 | Naweed Riaz             |              |
| Date issued   | Completion date |                         | Submitted on |
| 29 <sup>th</sup> January 2018   | TO BE ADVISED   |                         |              |

| Assignment title | The Research Project |
|------------------|----------------------|
|------------------|----------------------|

| LO  | Learning Outcome   | Assessment Criteria | In this assessment you will have the opportunity to present evidence that shows you are able to:          | Task no. | Evidence (Page no) |
|-----|--|---------------------|---|----------|--------------------|
| LO1 | Understand how to formulate a research specification                   | 1.1                 | Formulate and record possible research project outline specifications.                                    | 1b       |                    |
|     |  | 1.2                 | Identify the factors that contribute to the process of research project selection.                        | 1a       |                    |
|     |  | 1.3                 | Undertake a critical review of key references.  | 1c       |                    |
|     |  | 1.4                 | Produce a research project specification.   | 1d       |                    |
|     |  | 1.5                 | Provide an appropriate plan and procedures for the agreed research specification.                         | 1e       |                    |
| LO2 | Be able to implement the research project within agreed procedures and | 2.1                 | Match resources efficiently to the research question or hypothesis.                                       | 2a/2b    |                    |
|     |  | 2.2                 | Undertake the proposed research investigation in accordance with the agreed specification and procedures. | 2a/2b    |                    |

|            |  |     |  |    |  |
|------------|--|-----|--|----|--|
|            | <b>specifications</b>                            | 2.3 | Record and collate relevant data where appropriate.  | 2c |  |
| <b>L03</b> | <b>Be able to evaluate the research outcomes</b> | 3.1 | Use appropriate research evaluation techniques.  | 3a |  |
|            |  | 3.2 | Interpret and analyse the results in terms of the original research specification.                 | 3a |  |
|            |  | 3.3 | Make recommendations and justify areas for further consideration.                                  | 3b |  |
| <b>L04</b> | <b>Be able to present the research outcomes</b>  | 4.1 | Use an agreed format and appropriate media to present the outcomes of the research to an audience. | 4a |  |

## **INSTRUCTIONS TO STUDENTS - Read these instructions carefully before you start the tasks**

- 1- To achieve a PASS, you must complete all tasks. In addition to the PASS criteria, this assignment gives you the opportunity to submit evidence in order to achieve Merit and Distinction grades.**
- 2- The assignment should be submitted word-processed where applicable. Any additional evidence of work should be included to the submitted assignment. You must make sure that submitted files are accessible.**
- 3- You must include reference material whenever possible and you must use HARVARD REFERENCING.**
- 4- You are reminded that The City College assessment process does not allow for late work so, if you want your work to be marked, you must ensure that it is submitted by the published deadline. The only exception to the rule about late work is if you have submitted an extenuating circumstances request using the appropriate form. The system is explained in your Student Handbook. All decisions about extenuating circumstances are made by the Extenuating Circumstances Panel and the Panel's decision is final. You should note that lecturers do not have the power, under any circumstances at all, to extend assignment deadlines.**
- 5- It is essential that your assignment is uploaded into Moodle.**
- 6- There are penalties for plagiarism (and for collusion with other students) in the form of an automatic FAIL grade.**
- 7- If your submitted assignment shows that you have not attempted all tasks sufficiently, it will be considered as an incomplete assignment and be recorded as a non-submission which will be a failed unit.**
- 8- For each task, make sure that your answer:**
  - a. is adequate to the right level of task command word.**
  - b. covers the unit content.**
  - c. is relevant to and fit for purpose for the scenario of the assignment.**

### **Learner declaration**

I certify that the work submitted for this assignment is my own and research sources are fully acknowledged.

Student signature:

Date:

## Assignment brief

|                              |   |
|------------------------------|---|
| <b>Unit number and title</b> | Unit 8 Research Project   |
| <b>Qualification</b>         | Pearson BTEC Level 5 HND Diploma in Health and Social Care (Management) (QCF) |
| <b>Start date</b>            | 29 January 2018   |
| <b>Deadline/hand-in</b>      | To be advised   |
| <b>Assessor</b>              | Naweed Riaz   |

|   |                      |
|---|----------------------|
| <b>Assignment title</b>   | The Research Project |
| <b>Purpose of this assignment</b> <p>The aim of this project unit is to give you the chance to integrate the knowledge &amp; skills you have gained across your course units into a single piece of work. You will need to consider the use of research in health and social care and, in addition, you will need to pay attention to the importance of ethical practice in all types of research.</p> <p>You must choose a topic related to Health and Social Care as the focus of your research and, before attempting to do any work, you should have the topic approved by your tutor. The next step is the development of your research proposal and again, this must be approved by your tutor, in writing, before you start work on the project itself. During the period of the project, you will be expected to consult with your tutor on a regular basis. The final part of your task will be the preparation of a formal project report which must be submitted to your tutor by the specified date shown on the front-sheet of this assignment brief.</p> <p>In choosing your topic, producing your proposal and in carrying out your research, you are expected to pay close attention to the ethical issues associated with any kind of research work and to discuss these with appropriate individuals at every stage e.g. your project supervisor, your line manager at work.</p> <p>You need to note that, if any part of your research is to be carried out inside any organisation (whether or not it is your place of work) THEN IT IS ESSENTIAL THAT YOU HAVE WRITTEN PERMISSION FROM A SENIOR PERSON IN THAT ORGANISATION AND YOU MUST CONSULT YOUR TUTOR BEFORE YOU DO ANYTHING ELSE. Please note that the requirements of the Data Protection Act 1998 will ALWAYS apply, and confidentiality must be scrupulously adhered to.</p> |                      |

### Task 1

You start work on your chosen area of research into an appropriate health and social care related topic by developing a research proposal and, in doing this, you focus on the five sections of Task 1. **Your completed proposal must be submitted to your project supervisor and be approved in writing before you start to do any serious research i.e. before you move on to Task 2.**

- a) As part of a small and large group practical exercise in class, you start to identify and clarify the factors that will help you to choose an appropriate project topic. (LO1.2)
- b) You then choose an appropriate topic for your research. This may be a question to which you will seek an answer or a hypothesis which you will explore. You should justify your choice (i.e. you must have clear reasons for the choice you have made). You then present your outline topic to your tutor in writing. At this stage your topic is in draft form and your tutor will tell you immediately whether or not your chosen topic will be capable of development into a project. If not, then you will have to think again. (LO1.1)
- c) Your next step is to carry out a preliminary literature review (this is secondary research) which should include a critique of the key sources you identify. Your literature review should be designed to help you produce an appropriate focus for your primary research. There is a useful handout to help you plan your literature review. It is available on SharePoint. (LO1.3)
- d) You then set out your chosen methodology which must be appropriate to the topic you have chosen to explore. You also justify your methodology saying why the choice you have made is the right one. Your methodology must include both secondary research (your literature review) and primary research. (LO1.4)
- e) In the next section of your proposal, you develop an action plan with target dates for completion of the various activities and you allow for monitoring and updating this plan as it unfolds. You also build in 'slack' time to allow for unforeseen difficulties. Your action plan can take the form of a Gantt Chart or a table – the choice is yours so long as the actions and timescale are clear. (LO1.3)

**The task elements set out above form the content of your project proposal. Your response to Task 1 should be set out as a formal project proposal (not as a series of separate tasks). You will be given a deadline for submitting your proposal and will be given feedback after. You must have a written approval of your project proposal before you attempt to start work on Task 2.**

To achieve M1, effective judgements should have been made e.g. in the choice of methodology in task 1d.

To achieve D2, substantial activities/projects or investigations should have been planned complying to the action plan produced in task 1e.

## **Task 2:**

**Note: Task 2 is made up of a series of tasks for you to carry out. You DO NOT write it up as a stand-alone task, it will be written up as part of the professional project report which is the focus of Task 4.**

- a) To start your main research, you carry out a literature review (secondary research), finalise the design of your primary research and test out your proposed primary research via a small pilot survey. You also consider the resources you will need. All these activities must be approved by your supervisor. (LO2.1 / 2.2)

- b) You then carry out your main primary research. Before starting on this part of your project, you organise your questionnaires and plan your approach to a suitable sample of respondents. You have your proposed approach and plan of action agreed with your supervisor. (LO2.1 / 2.2)
- c) Your next task, after you have completed your research, is to record and collate the data you have gathered. (LO2.3)

To achieve M2, appropriate learning methods/techniques should have been applied in this first time of designing a questionnaire in task 2b.

### Task 3:

You have now reached the stage when you will analyse the results of your research and then evaluate them. **Again, you have a series of tasks to perform and the results will be written up in Task 4 as part of your formal project report.**

- a) As the next stage, you will use appropriate graphs and diagrams to interpret and analyse the results of your research and you will then evaluate those results, testing them against your original research specification. (LO3.1 / 3.2)
- b) Once you have reached appropriate conclusions from the results of your research, you will make sensible recommendations and, with your reasons, suggest areas for further research and/or action. (LO3.3)

To achieve D1, realistic improvements should be evidenced in the final recommendations made as part of Task 3b.

To achieve D3, you have to manifest that self-evaluation has taken place through a reasoned assessment of the whole project activity in this task.

### Task 4:

This final task involves writing a formal project report which describes the whole research activity including your methodology and the results of your secondary, as well as your primary, research. You will also include any difficulties you encountered and how you were able to overcome them. You end with a series of reflections on your personal learning during the process of planning and completing your project. **(A detailed outline of the required structure for your report will be given to you at the appropriate time so you should not start to write up Task 4 until your work has been reviewed by your supervisor & you have been given the outline to follow.)** (LO4.1)

To achieve M3, a range of methods of presentation should be evident that has been used and technical language has been accurately used e.g. tables and diagrams as well as text / correct use of research terminology. The communication is appropriate for both familiar & unfamiliar audiences i.e. the approach is clear and easily understood through the finished report.

| Evidence checklist | Summary of evidence required by student   | Evidence presented |
|--------------------|---|--------------------|
| Tasks 1            | <p>Students are required to carry out a series of tasks for this subject, but are only required to produce two documents as evidence:</p> <p>Project proposal</p> |                    |
| Tasks 2, 3, and 4  | Project report  |                    |

| In addition to the above PASS criteria, this assignment gives you the opportunity to submit evidence in order to achieve the following MERIT and DISTINCTION grades |   |   |
|---|---|---|
| Grade Descriptor  | Indicative characteristic/s   | Contextualisation   |
| <b>M1 Identify and apply strategies to find appropriate solutions</b>   | <p>Effective judgements have been made</p> <p>An effective approach to study &amp; research has been used</p>   | <p>Effective judgements have been made e.g. in the choice of methodology in task 1d.</p> <p>An effective approach to the study and research will be evidenced when the assignment is presented in the specified format, achieves a Pass grade for all sections and is handed in by the specified date</p>   |
| <b>M2 Select/design and apply appropriate methods/techniques</b>  | <p>A range of methods and techniques have been applied</p> <p>A range of sources of information has been used</p>   | <p>A range of methods and techniques have been applied e.g. in the analysis &amp; preparation of the results of the primary research.</p> <p>Complex information/data has been synthesised and processed e.g. through the analysis and presentation of research results. Appropriate learning methods/techniques have been applied e.g. in this first time of designing a questionnaire in task 2b.</p> |
| <b>M3 Present and communicate appropriate findings</b>  | <p>The appropriate structure and approach has been used</p> <p>A range of methods of presentation has been used and technical language has been accurately used</p>                     | <p>A range of methods of presentation has been used and technical language has been accurately used e.g. tables and diagrams as well as text / correct use of research terminology. The communication is appropriate for both familiar &amp; unfamiliar audiences i.e. the approach is clear and easily understood through the finished report.</p>   |
| <b>D1 Use critical reflection to evaluate own work and justify valid conclusions</b>  | <p>Conclusions have been arrived at through synthesis of ideas and have been justified</p> <p>Realistic improvements have been proposed against defined characteristics for success</p> | <p>This would be exemplified in producing the appropriate final section of the research report.</p> <p>Realistic improvements will be evidenced in the final recommendations made as part of Task 3b.</p> <p>Self-criticism of approach has taken place as required in Task 3 and the approach is both balanced and objective</p>   |



|  |   |  |
|--|---|--|
|  |   |  |
| <b>D2 Take responsibility for managing and organising activities</b> | <p>Substantial activities/projects or investigations have been planned, managed and organised</p> <p>The importance of interdependence has been recognised and achieved</p> | <p>Autonomy/independence has been demonstrated throughout the whole project planning and execution of the detailed work.</p> <p>Substantial activities/projects or investigations have been planned complying to the action plan produced in task 1e.</p> <p>Activities have been managed. This will be demonstrated via the planning and execution of the primary research phase of the project work.</p> |
| <b>D3 Demonstrate convergent/lateral / creative thinking</b>         | <p>Ideas have been generated and decisions taken</p> <p>Problems have been solved</p>   | <p>Self-evaluation has taken place through a reasoned assessment of the whole project activity in Task 3.</p> <p>Convergent and lateral thinking have been applied e.g. in the solving of problems encountered during the project, in conclusions reached and recommendations made.</p>  |

## Achievement Summary

|   |  |                         |             |
|---|--|-------------------------|-------------|
| <b>Qualification</b>                      | Pearson BTEC Level 5 HND Diploma in Health and Social Care (Management) (QCF)                            | <b>Assessor name</b>    | Naweed Riaz |
| <b>Unit Number and title</b>              | Unit 6 Research Project  | <b>Student name</b>     |             |
| <b>Overall Student Grade (R, P, M, D)</b> |  |                         |             |
|   |  |                         |             |
| <b>Criteria Reference</b>                 | <b>To achieve the criteria the evidence must show that the student is able to:</b>                       | <b>Achieved? (tick)</b> |             |
| <b>L01</b>                                | <b>Understand how to formulate a research specification</b>  |                         |             |
| 1.1                                       | Formulate and record possible research project outline specifications                                    |                         |             |
| 1.2                                       | Identify the factors that contribute to the process of research project selection                        |                         |             |
| 1.3                                       | Undertake a critical review of key references  |                         |             |
| 1.4                                       | Produce a research project specification   |                         |             |
| 1.5                                       | Provide an appropriate plan and procedures for the agreed research specification                         |                         |             |
| <b>L02</b>                                | <b>Be able to implement the research project within agreed procedures and specifications.</b>            |                         |             |
| 2.1                                       | Match resources efficiently to the research question or hypothesis                                       |                         |             |
| 2.2                                       | Undertake the proposed research investigation in accordance with the agreed specification and procedures |                         |             |
| 2.3                                       | Record and collate relevant data where appropriate   |                         |             |
| <b>L03</b>                                | <b>Be able to evaluate the research outcomes</b>   |                         |             |
| 3.1                                       | Use appropriate research evaluation techniques.  |                         |             |
| 3.2                                       | Interpret and analyse the results in terms of the original research specification                        |                         |             |
| 3.3                                       | Make recommendations and justify areas for further consideration   |                         |             |
| <b>L04</b>                                | <b>Be able to present the research outcomes</b>  |                         |             |
| 4.1                                       | Use an agreed format and appropriate media to present the outcomes of the research to an audience        |                         |             |

| Higher Grade achievements (where applicable)                           |                     |   |                     |
|--|---------------------|---|---------------------|
| Grade descriptor   | Achieved?<br>(tick) | Grade descriptor  | Achieved?<br>(tick) |
| <b>M1: Identify and apply strategies to find appropriate solutions</b> |                     | <b>D1: Use critical reflection to evaluate own work and justify valid conclusions</b> |                     |
| <b>M2: Select / design and apply appropriate methods / techniques</b>  |                     | <b>D2: Take responsibility for managing and organising activities</b>                 |                     |
| <b>M3: Present and communicate appropriate findings</b>                |                     | <b>D3: Demonstrate convergent/lateral/creative thinking</b>                           |                     |

### Assignment Feedback

|  |
|--|
| <b>Formative Feedback: Assessor to Student</b> |
| <b>Action Plan</b>                             |
| <b>Summative feedback</b>                      |

|  |
|--|
|  |
|--|

**Feedback: Student to Assessor**

|  |
|--|
|  |
|--|

|                       |  |      |  |
|-----------------------|--|------|--|
| Assessor<br>signature |  | Date |  |
| Student<br>signature  |  | Date |  |