

Complete a Research Assignment Training Programme

Duration: 2 Days

Credits: 20

Unit Standard:

- SAQA Unit Standard 10301, Complete a research assignment. NQF Level 6, Credits: 20

Programme Accreditation:

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602

Overview

This accredited *Complete a Research Assignment Training Programme* is ideal for those who wish to learn how to complete a primary research assignment which is limited in scale. This programme equips learners with knowledge and skill to effectively plan a focused and structured research assignment and present the findings in a written report. Practitioners will also gain skills to access new knowledge and information outside of their existing contexts and experiences.

Why is Research Important?

Practitioners who have successfully completed this programme will have the ability to:

- Plan a research assignment.
- Clearly state the research question to be investigated and explain the significance of the research.
- Describe the paradigm, scope and the logical sequence of the research.
- Identify potential research participants and resources.
- Review, analyse, synthesize and reference relevant resources.
- Construct a basic research design.
- Outline logical stages of research activities.
- Produce instruments for gathering data.
- Gather and organise data in a manner which is in keeping with ethical norms.
- Describe, analyse and relate findings to the original research question.
- Identify and acknowledge the limitations of the findings and conclusions.
- Produce a final written research report that is in keeping with organisational guidelines and requirements.



Who should attend the training?

- Those wishing to attend an accredited qualification for this programme
- Facilitators, Trainers and Lecturers
- Supervisors and Managers
- Those involved in research within their field of expertise.
- Training and Human Resource Practitioners and Managers
- Those working towards full qualifications containing this unit standard such as the SAQA 50331 Occupationally Directed Education Training and Development Practices (ODETDP) Qualification.

ENJO Consultants (Pty) Ltd

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Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion

Physical Address: Block 8, Ground Floor, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • Credits towards a full qualification. • Allows the individual to gain a formal qualification as a researcher. • Improves research and report writing skills. • Improves employability as a researcher. • Change in career focus. 	<ul style="list-style-type: none"> • Have an employee with formal research and report writing skills. • Improved BEE scorecard. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

What are the entry requirements?

- Communication NQF level 4.

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance Portfolio of Evidence (PoE) building takes place during class.	2 Days	<ul style="list-style-type: none"> • Presented monthly at ENJO Consultants, Centurion. • Attendance to be selected from the training schedule. • Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance Portfolio of Evidence (PoE) building takes place during class.	2 Days	<ul style="list-style-type: none"> • Training is presented live via a platform such as Zoom or MS Teams. • Attendance to be selected from the training schedule. • Training can also be presented for groups for a client (please contact us for a quote for this option).
3. Distance Learning (Self-Study) 3 months will be granted for the completion of the portfolio; however, the portfolio can be submitted sooner if completed.	3 months the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> • The learning material will be provided to the learner upon enrolment. • Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL).		<ul style="list-style-type: none"> • Qualifying persons can complete this training programme as RPL. • A RPL Portfolio will be completed.

Learning Material and Templates

The learning material consists of:

- Learner Guide
- Portfolio of Evidence

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Does one need to write exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Email: training@enjoconsultants.co.za
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NOTE:

- This training programme can be completed on its own.
- It also forms part of a variety of full qualifications.
- Full qualification presented by ENJO Consultants containing this training programme:

Qualification ID	Qualification Title	NQF Level	Credits
50331	National Certificate: Occupationally-Directed Education, Training and Development Practices (Advanced Certificate)	6	261

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Complete a Research Assignment Training Programme

Unit Standard and Outline

SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
10301	Complete a research assignment.	6	20	<ol style="list-style-type: none"> 1. Plan a research assignment. 2. Review relevant literature. 3. Construct a basic research design. 4. Gather and organise data. 5. Compile research findings. 6. Produce a final, written report.

Study Unit 1: Plan a research assignment

- Research question or problem being investigated is clearly articulated
- Importance/significance of the research question or problem is explained.
- Research paradigm, in which the assignment is located, is described accurately.
- Intended scope of the research assignment is explained.
- A logical sequence of research activities for collecting information/data is described.
- A reasonable time frame is presented.
- Potential research participants are identified.
- Resources required are identified and are appropriate in terms of the scale of the research.

Study Unit 2: Review Relevant Literature

- Sources are relevant to the topic of the research.
- Main points made in the literature are elicited and synthesised, not simply paraphrased.
- Review clearly indicates when sources are being quoted and when comment is that of the writer.
- Relevance of ideas in the literature to own research is described.
- Sources are adequately referenced.

Study Unit 3: Compile research findings

- Results or findings of the research are clearly described.
- Results or findings relate to an analysis of data gathered.
- Results or findings reported relate to the original research question or problem.
- Wider conclusions or recommendations are justified in terms of data gathered.
- Limitations of the research assignment are identified and acknowledged in findings and conclusions.

Study Unit 4: Gather and Organise Data

- Instruments for gathering data are piloted and amended if necessary.
- Data gathered is organised in such a way that meaningful findings can be extracted.
- Results and provisional findings are presented to research participants for feedback and modified if necessary.
- Data is gathered in a manner which is in keeping with ethical norms.

Study Unit 5: Compile Research Findings

- Results or findings of the research are clearly described.
- Results or findings relate to an analysis of data gathered.
- Results or findings reported relate to the original research question or problem.
- Wider conclusions or recommendations are justified in terms of data gathered.
- Limitations of the research assignment are identified and acknowledged in findings and conclusions

Study Unit 6: Produce a Final, Written Research Report

- Report has a logical and coherent structure with relevant sections.
- Presentation of the report is in keeping with organisational guidelines and requirements.
- Report is completed within required time frame.
- Stages and processes of the research assignment are described accurately and in adequate detail.
- Language of the written report is lucid (clear) and comprehensible.

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