

Carry Out Research and Prepare a Business Report

Level: 3
 Credits: 4
 Learning Time: 40

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to research business information for a specific purpose	1.1 Plan effective methods of undertaking research, setting realistic targets and timescales 1.2 Undertake detailed research for a specific business purpose within a given timescale 1.3 Select and collate information which is relevant and current
2 Be able to produce a formal written business report	2.1 Produce an accurate, comprehensive, formal written report including <ul style="list-style-type: none"> • Terms of reference • Procedures • Findings • Conclusion • Recommendations • Appendices • Bibliography

Unit aim

This unit allows learners to plan how information will be gathered for a specific project or business proposal, create documentation to help gather it and carry out the research by talking to people and accessing a variety of reference sources. This unit enables learners to use analytical skills to select relevant information and organise this reference material into an effective written report.

