

COLLECTION AND MANAGEMENT OF RESEARCH DATA

UNIT CODE: MATH/CU/AS/CR/02/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Collect and manage research data

Duration of Unit: 160 hours

Unit Description

This unit specifies the competencies required to collect and manage research data. It involves, preparing data collection tools and equipment, selecting a representative sample, carrying out data collection, preparing code book, entering research data/merging to servers, performing data clean-up, developing, and storing data source files.

Summary of Learning Outcomes

1. Prepare data collection tools and equipment
2. Select a representative sample
3. Carry out data collection
4. Prepare code book
5. Enter research data/Upload to servers
6. Perform data clean-up
7. Store data source files

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare data collection tools and equipment	<ul style="list-style-type: none">• Printing• Sorting• Serializing and recording	<ul style="list-style-type: none">• Written test• Observation• Third party report• Oral questioning• Interviews
2. Select a representative sample	<ul style="list-style-type: none">• Sampling procedures<ul style="list-style-type: none">• Types of sampling• Random numbers<ul style="list-style-type: none">• Lottery• Calculator/Excel• Systematic	<ul style="list-style-type: none">• Written test• Observation• Third party report• Oral questioning

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Strata 	<ul style="list-style-type: none"> • Interviews
3. Carry out data collection	<ul style="list-style-type: none"> • Types of data collection techniques • Skills of Interviewing • Focused group discussions • Experimentation • Ethics and consenting • Reconnaissance • Google forms/docs 	<ul style="list-style-type: none"> • Written test • Observation • Third party report • Oral questioning • Interviews
4. Prepare code book	<ul style="list-style-type: none"> • Coding of variables • Template preparation <ul style="list-style-type: none"> • Manual (PAPI) • Electronic (CAPI) 	<ul style="list-style-type: none"> • Written test • Observation • Third party report • Oral questioning • Interviews
5. Enter research data/Upload to servers	<ul style="list-style-type: none"> • Data capture <ul style="list-style-type: none"> • Data capture methods • Offline and online • Merging/Integration • ODK 	<ul style="list-style-type: none"> • Written test • Observation • Third party report • Oral questioning • Interviews
6. Perform data clean-up	<ul style="list-style-type: none"> • Editing of outliers • Missing variables • Verification of data entries • Inconsistencies • Removing duplicates 	<ul style="list-style-type: none"> • Written test • Observation • Third party report • Oral questioning • Interviews
7. Store data source files	<ul style="list-style-type: none"> • Archiving <ul style="list-style-type: none"> • CD writing • Cloud computing • Filling • Coordinate system 	<ul style="list-style-type: none"> • Written test • Observation • Third party report • Oral questioning • Interviews

Suggested Methods of Instructions

- Projects
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction

Recommended Resources

1. Printer
2. Stationary
3. Software
4. Computer
5. Internet
6. Telephone
7. Site
8. Treatments

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