



Module Descriptor

Research Interviewing Skills

Award Type: Minor
Award Level: 3
Award Code: 3N0576
FÁS Assessment Code: 3N0576-055
Validation Date: 22 November 2011

Revision 1.0

Module Descriptor

Purpose: The purpose of this award is to equip the learner with the knowledge, skill and competence to conduct research interviews under supervision.

Module Duration: The learning effort required from a typical learner to successfully achieve the stated learning outcomes for the module is **100 (one hundred)** hours

Learning Outcomes: By the end of this module, the learner will be able to:

1. Identify primary sources of information for research data
2. List a limited range of primary data collection methods
3. Describe common interview techniques
4. Compile questions for a specific research project
5. Conduct a small number of short one-to-one interviews for a specific research project
6. Demonstrate an ability to operate audio or video recording equipment
7. Transcribe accurately the taped interviews using appropriate technology
8. Categorise transcribed data and sort under specified headings and sub-headings
9. Write a data permission request letter or form to interviewees
10. Complete with guidance a research project report following a specified format to include approach and methods, background research, key findings and conclusions
11. Explore ethical issues in engaging in social research including nature of questions, confidentiality, and data protection.

Key Learning Points

Learning Outcome 1: Identify primary sources of information for research data

Key Learning Points

- Distinguishing between:
 - Published primary sources
 - Unpublished primary sources
 - Oral history
 - Visual documents/artefacts/relics
- Identifying locations of primary sources and how to access them

Learning Outcome 2: List a limited range of primary data collection methods

Key Learning Points

- Understanding methods of collection
- Developing questionnaires
- Conducting interviews
- Observation

Learning Outcome 3: Describe common interview techniques

Key Learning Points

- Differentiating between:
 - Structured interviews
 - Unstructured interviews
 - Non-directive or free flow interviews

Learning Outcome 4: Compile questions for a specific research project

Key Learning Points

- Defining a specific topic for research
- Learning the importance of background research to compile questions
- Identifying the common strands of a topic
- Arranging questions in a logical manner
- Applying writing skills

Learning Outcome 5: Conduct a small number of short one-to-one interviews for a specific research project

Key Learning Points

- Recognising the importance of sufficient preparation prior to any interview
- Describing the procedure of the interview process to the interviewee
- Listening and responding to spoken language
- Recognising and responding to important key points
- Applying writing skills in the form of notes without interrupting the flow of conversation
- Recognising the need for proper etiquette and gratitude at the end of the interview

Learning Outcome 6: Demonstrate an ability to operate audio or video recording equipment

Key Learning Points

- Listing available media equipment used to record interviews
- Identifying the various parts of recording equipment
- Showing how the power sources of the equipment is changed
- Recording audio/video clips
- Playing back audio/video clips

Learning Outcome 7: Transcribe accurately the taped interviews using appropriate technology

Key Learning Points

- Preparing a summary work sheet detailing key points
- Reviewing notes taken during interview
- Applying writing skills to transcribe without error the interviewee's own words
- Using time recording to create an index of tapes

Learning Outcome 8: Categorise transcribed data and sort under specified headings and sub-headings

Key Learning Points

- Correct labelling of tapes and notes with details, dates, etc.
- Arranging data into specific relevant sections with appropriate headings
- Subdividing data into specific relevant sub-sections with appropriate sub-headings
- Indexing of headings and subheadings to allow efficient access of data

Learning Outcome 9: Write a data permission request letter or form to interviewees

Key Learning Points

- Understanding the structure of a basic legal document
- Recognising the key points that should be included in a data permission request letter
- Stating clearly the intentions of the subsequent use of data
- Applying writing skills to complete a data permission request letter
- Understanding the rights of both interviewer and interviewee

Learning Outcome 10: Complete with guidance a research project report following a specified format to include approach and methods, background research, key findings and conclusions

Key Learning Points

- Understanding the structure of a report
- Recognising the need for sufficient planning prior to writing a report
- Creating a sketch plan for the report
- Arranging data into relevant sections
- Describing the methods used to collect data
- Analysis of data to produce key findings and conclusions
- Creating a bibliography
- Applying writing skills to produce the report

Learning Outcome 11: Explore ethical issues in engaging in social research including nature of questions, confidentiality, and data protection.

Key Learning Points

- Understanding generational/cultural differences and taking this into consideration when developing questions
- Understanding issues of confidentiality
- Applying the relevant copyright to the data
- Recognising the implications of the Data Protection Act

Assessment Specification

Award Title	Research Interview Skills
Award Type	Minor
FÁS Assessment Code	3N0576-055
Award Code:	3N0576
Credit Value :	10

Learning Outcome	Performance Criteria (Knowledge, Skill & Competence)	Assessment Techniques	Weighting	Assessment Instrument	Assessment Evidence
LO1	Knowledge	Portfolio	5%	Activity A1	Activity Sheet
LO2	Knowledge	Portfolio	5%	Skills Demonstration S1	Assessment Sheet
LO3	Knowledge	Portfolio	5%	Exercise E1	Exercise Sheet
LO4	Knowledge Skill	Skills Demonstration	12%	Skills Demonstration S1	Assessment Sheet
LO5	Skill Competence	Skills Demonstration	12%	Skills Demonstration S1	Assessment Sheet
LO6	Knowledge Skill	Skills Demonstration	12%	Skills Demonstration S1	Assessment Sheet
LO7	Skill Competence	Skills Demonstration	12%	Skills Demonstration S1	Assessment Sheet
LO8	Knowledge Skill	Skills Demonstration	12%	Skills Demonstration S1	Assessment Sheet
LO9	Knowledge Skill	Skills Demonstration	12%	Skills Demonstration S1	Assessment Sheet
LO10	Competence	Skills Demonstration	8%	Activity A3	Assessment Sheet
LO11	Knowledge	Portfolio	5%	Activity A2	Assessment Sheet

Suggested Learning Methodologies

- Note taking
- Practical work training
- Simulated work environment
- Activities
- Exercises
- Discussion groups
- Text books
- Videos/DVDs
- Internet
- Role plays

Specific Module Requirements

Computer with internet connection

Suggested Learning Resources

All of the resources for this module, including those mentioned below are available in the Learning Resource Pack for Research Interviewing Skills, which can be found on the Moodle Community Services Curriculum and Assessment page. You can access the CSCA Moodle web page from this link:

<http://www.ecollege.ie/site/home.html>

If you do not already have a username and password, ask your supervisor to email CSCA@fas.ie

As well as enabling the learner to meet the requirements of the module Learning Outcomes, the resources contained in this Learning Resource Pack address the development of the learner's generic skills as outlined in the following sections.

Generic Skills: Literacy and Numeracy

The learners will keep and maintain a [Learning Diary](#) throughout the course in order to record and file any useful and relevant information on any aspect of research interviews.

At the end of every week the learners will complete a short [Weekly Reflective Sheet](#) in order to reflect on their learning and progress during that week.

This Weekly Reflective Sheet will assist the learners to develop their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

The learners will create a [Personal Dictionary](#) of new words, key words and terms relating to Personal Effectiveness. This Dictionary will be updated each week and kept in the Learning Diary.

The learners, as a group, will add words and terms to a [Key Word and Terminology Bank](#) in the classroom, relating to conducting research interviews. The learners will find words listed in text books, class notes, DVDs and internet websites etc.

Generic Skill: Teamwork and Communications

Learners will discuss the importance of teamwork with the instructor using the [Teamwork Guide](#).

Learners will take part in a [Teamwork Exercise](#) by designing, planning and carrying out a project which will incorporate group discussions.

The learners will complete the [Team Review Sheet](#) after completing the Teamwork exercise.

Recommended by: _____
Manager Training Policy Development and Support

Approved by: _____
Director Training Policy Development and Support