
Overview

This standard is for archaeologists who undertake research. It covers both researchers conducting research they have proposed, either alone or as principal investigators at the head of research teams, and researchers working as members of those teams.

A research project involves the collection and analysis of information and the timely reporting of the results. This standard includes identifying sources of information, what problems may be encountered, collecting the information to meet the needs of the research, ensuring that the information is recorded and stored correctly, recording, storing and analysing information using appropriate methods, and identifying and communicating the results of the research.

Performance
criteria

You must be able to:

Identify sources and availability of information

- P1 Identify clearly the type and range of information required to achieve the research outcomes
- P2 Identify and evaluate sources of information (including primary and secondary sources) for their potential contribution to the research
- P3 Ascertain clearly the procedures that are required to access information and ensure these are complied with
- P4 Provide a clear explanation of the purpose of the research and the data that is likely to be relevant
- P5 Respect confidentiality and intellectual copyright and comply with organisational and legal and ethical constraints on the use and disclosure of information obtained
- P6 Identify and apply technical and ethical standards relevant to your research

Collect information to achieve research objectives

- P7 Collect information in line with the research aims
- P8 Apply information collection methods correctly and consistently
- P9 Validate the authenticity and source of the information
- P10 Comply with organisational and legal requirements in the collection of data
- P11 Record and reference information accurately and clearly in an appropriate format
- P12 Observe appropriate procedures regarding the confidentiality of data, intellectual property rights and relevant codes of conduct

Analyse research information

- P13 Ensure the methods are appropriate to the type of data and the research aims
- P14 Analyse information accurately according to the appropriate methodology
- P15 Interpret and synthesise the results carefully, and draw justifiable

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Research and analyse information to achieve objectives

conclusions

P16 Identify any unexpected results and reviewing reasons for them with relevant people

P17 Record the results accurately and clearly in an appropriate format

Report results

P18 Present the results of the work clearly in a manner appropriate to its audience

P19 Qualify research findings where data are insufficient or potentially unreliable

P20 Acknowledge appropriately all sources of information

P21 Submit the results of the work to relevant people for peer review and respond to suggestions

P22 Protect confidential information in accordance with agreements and procedures

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Research and analyse information to achieve objectives

Developed by

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**Indicative review
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Validity

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**Originating
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occupations**

Suite

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