

Contents

1. Prepare to Research	
1.1 Identify Task Requirements	8
1.2 Prepare Research Plan and Prioritise Activities According to Task Requirements	20
1.3 Identify Available Resources and Technical Requirements	24
1.4 Delegate Tasks According to Timelines and Task Requirements	31
2. Undertake Research	
2.1 Identify Sources of Legal Data and Information.	36
2.2 Research and Identify Key Information to be Extracted	43
3. Review Research	
3.1 ChecCheck Information for Compliance with Copyright and Legal Requirements	54
3.2 Analyse Legal Data and Information for Relevance to Facts	57
3.3 Edit and Collate Legal Data and Information According to Task, Legal and Ethical Requirements.	59
4. Apply Research	
4.1 Draft Document in Appropriate Format According to Task and Organisational Requirements	68
4.2 Present Legal Data and Information According to Organisational Policies and Procedures and Legal Requirements.	75
4.3 Evaluate Draft Against Previously Identified Criteria and Address Identified Gaps or Deficits.	90
4.4 Review Document in Consultation with Supervisor	92
4.5 Make Amendments where Necessary	96
5. Prepare Final Draft	
5.1 Prepare Executive Summary	100
5.2 Check Final Draft and Present it to Supervisor for Review and Sign-Off	111
5.3 Facilitate Distribution of Report as Required	113
Solution Self-Testing Exercise	114
Unit Review	115