

SW200 Agency Analysis

1 Introduction

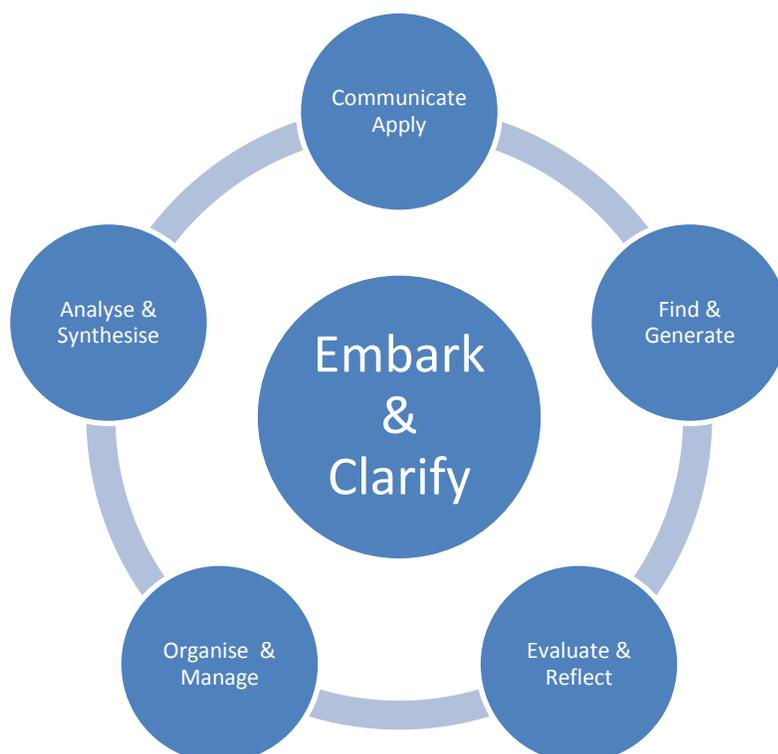
In this assignment you will **conduct research** and **write a report** analysing the organisation in which you are doing your field placement.

We will be using the **USP Research Skill Development (RSD) Framework - Level 2** for this research project. You can view the RSDF at this location - http://www.research.usp.ac.fj/?page_id=135.

Read through the following chapters in this book which explain how to use the RSD Framework to complete the analysis.

2 Research Skill Development (RSD) Framework

[Click here to view the diagram that illustrates the facets of research that you need to undertake using the RSD Framework](#)



Copyright © The University of the South Pacific, 2015. Assessments designed by Social Works program coordinator Dr Donald (Bruce) Yeates and teaching staff. **Available under Creative Commons Attribution NonCommercial-ShareAlike 3.0 Unported License.** Reference: Willison, J. and O'Regan, K., 2006 and 2013. *The Research Skills Development Framework*.

2.1 Embark and Clarify

So first of all you need to [Embark and Clarify](#) and in this project you need to identify your field placement organisation to study. Be sure that you get the correct name or title of the organisation, the contact information and the location. You will also need to determine what type of organisation it is and the types of social issues/ work that the organisation is engaged in. When doing your research and if you get confused always go back to the centre of the diagram - **Embark and Clarify** to regain the focus of your research.

2.2 Find and Generate

Next you need to [Find and Generate](#) data from both primary sources (interviews with staff and clients in the field placement organization) and secondary sources (readings, organisation's web sites, annual reports etc.) The research methodology may combine the following: participant observation, and library, archival and internet research The following questions will help you **Generate** the data and information you will need for the analysis.

1. What is the name, abbreviation, acronym, location, contact information, web site and type of the organisation (refer to Hall and Midley's 'Institutions of social policy')? Post this information in the [My Basket of Goodies Glossary](#) on the Moodle page as well as in the Final Report.
2. What are the organisation's goals and mission?
3. What development paradigm would you classify this organisation using?
4. How are the goals and mission aligned with the MDGs, Sustainable Development Goals (SDGs) and the Pacific Framework for Regional Development?
5. What are the current goals (may refer to annual work plans, current programmes)?
6. What are the current research and policy practices of the organisation and how are these aligned (if at all) with the MDGs, SDGs and the Pacific Framework for Regional Development?
7. What gives it the right to operate (constitution, legislation, registration with government)?
8. What are the sources of its professional, financial and political support?

9. What are its primary areas of concern?

10. What is the organisational structure - administratively and professionally?

11. Who are the organisation's clients and how do clients perceive the organisation?

2.3 Evaluate and Reflect

As you are Finding and Generating your data and information you must continually [Evaluate and Reflect](#) on the credibility of the sources of information that you are using. The following are some questions that you should ask to help you in your **Evaluation and Reflection** -

Are the sources up-to-date and official?

Are the sources reliable?

Are the sources using correct referencing styles?

Are the sources legitimate?

Are the sources presenting different viewpoints or perspectives?

Is the research methodology that I am using allowing me to collect the information I need to answer the questions I am asking?

2.4 Organise and Manage

[Organising and Managing](#) the data and information that you are collecting is another facet of the research. You need to organise your data in such a way as to reveal patterns and themes about the formal and informal structures, the organisational culture and related tensions. The 11 question found in 2.2 [2.2 Find and Generate](#) will be of help to [Organise and Manage](#) data and information that you are finding and generating. Remember finding and generating information and data takes time and comes from different sources. As you find the data and information record it under one or more of the 11 questions outlined in [2.2 Find and Generate](#)

2.5 Analyse and Synthesise

The data and information that you [Find and Generate](#) about the organisation's social policy practice needs to be [Analysed and Synthesised](#). This facet of the research will allow you to

produce a coherent understanding of the nature of the organisation, the formal and informal structures, the organisational culture and related tensions . [Analyse and Synthesise](#) is a another facet of RSD Framework.

2.6 Communicate and Apply

The [Communicate and Apply](#) facet of the RSD Framework is the written Report of the Research Project that you are undertaking. The following format is suggested for your Report.

The Report should not exceed 2,000 words.

It is important to recognise that the report is to be written clearly using full sentences and paragraphs. Tables, charts and graphs should be used where appropriate and presented clearly. Sub - headings will help to sign post the report allowing for greater clarity in reading and writing. Sub - headings also help to sort out and clarify ideas and structure thoughts. In the Appendix you can put the 'Chart of the Organisational Structure' and any pictures etc.

Correctly label the assignment

Prescribed Structure:

1. Introduction - In the introduction briefly, present the topic of the report. Provide Include statements of what is contained in the report and the order of the topics that will be discussed.
2. Literature review - Discuss the literature that was read and how the literature informed the research. For example, if you are researching an NGO, the literature review should summarize the course material and readings in Hall and Midgley that explain NGOs and Civil Society Organizations.
3. Methodology - Briefly outline the methodology that was used to gather the data and information about the organisation. Use references to research methodology from other courses.
4. Presentation of findings and discussion of the findings. In this section, present the data and information that was collected. Discuss the findings in relation to the literature review in section 2 above and include material from the units in this course.

5. Conclusions - Present a brief summary of what the report discussed. Make clear conclusions about the findings and the relevance of the findings to the topic.

6. Reference List.

7. Appendices

3 SW200 Assignment: Agency Analysis

Read: Cleak and Wilson (2013) 'Surviving in a human service agency,' pp. 27 to 30.

Read: [Hall, A. & J. Midgley. 2004. *Social Policy for Development*. London, Sage. "Institutions of Social Policy", Pg. 11 to 24.](#)

Assignment: Using the different perspectives found in Exercises 1, 2 and 3 on page 28 in the Cleak and Wilson reading above, map and analyse the agency in which you are completing your Field Placement.

Include in the analysis a discussion of the formal and informal structures and the organisational culture and related tensions as outlined on page 28 to 30 of the reading.

It is important to recognise that the analysis is to be written clearly using full sentences and paragraphs. Tables, charts and graphs should be used where appropriate and presented clearly. Sub - headings will help to sign post the discussion allowing for greater clarity in reading and writing. Sub - headings also help to sort out and clarify ideas and structure thoughts. In the Appendix you can put the 'Chart of the Organisational Structure' and any pictures etc.

Length: 2000 words

Value: 30 % of Final Grade

Due: After completion of Unit 2 Beginning field placement.

Suggested template for Agency Analysis

Correctly label the assignment

Suggested Structure:

1. Introduction - In the introduction briefly, present the topic of the report. Include statements of what is contained in the report and the order of the topics that will be discussed.
2. Literature review - Discuss the literature that was read and how the literature informed the research. In addition to the Cleak and Wilson reading, you should include literature from other sources (For example, if you are analyzing an NGO, the literature review should summarize the readings that explain NGOs and Civil Society Organizations in [Hall, A. & J. Midgley. 2004. *Social Policy for Development*. London, Sage. Pg. 14 to 17](#)).
3. Methodology - Briefly outline the methodology that was used to gather the data and information about the organisation. Use references to research methodology from other sources.
4. Presentation of findings and discussion of the findings. In this section, present the data and information that was collected. Discuss the findings in relation to the literature review in section 2 above and include material from the units in this course.
5. Conclusions - Present a brief summary of what the report discussed. Make conclusions about the findings and the relevance of the findings to the topic.
6. Reference List.
7. Appendices

3.1 Marking Criteria

Facet of Social Work Research	Element of Research Report	Marks	Marks	Marks	25 marks
Organize and Manage	Format and Structure	0 marks - Prescribed structure not followed	1 mark - Some of the prescribed structured followed	2 marks - Followed prescribed structure fully	2
	Grammar and references	0 marks - Poor grammar, structure and referencing.	1 mark - Some grammatical,	2 marks - No grammatical, structural or referencing errors.	2

			structural and referencing errors		
Embark and Clarify Find and Generate	Name, and Locate Organisation and post in My Basket of Goodies Glossary	0 marks - Organisation is not named, or not located and not posted in My Basket of Goodies Glossary	1 mark - Organisation is named, located with some errors and posted in My Basket of Goodies Glossary	2 marks - Organisation is named correctly, located accurately and posted in My Basket of Goodies Glossary	2
	Methodology	0 marks – No explanation of methodology used.	1 mark – Methodology not fully explained, some citations/references	2 marks – fully explains and details methodology used with citations/references	2
	Literature	0 marks - No relevant literature used	1 mark - Uses relevant course literature	2 marks - Uses relevant course and other literature	2
Evaluate and Reflect	Type and nature of organisation	0 marks - No reflection on the type and nature of the organization in relation to the literature	2 to 3 marks - Some reflection on the type and nature of the organization	4 to 5 marks - Good reflection on the type and nature of the organization in relation to the literature	5

			on in relation to the literature		
Analyze and Synthesize	Formal and informal structures, the organisational culture and related tension	0 marks - No analysis formal and informal structures and the organisational culture and related tension	2 to 3 marks - Some analysis of formal and informal structures and the organisational culture and related tension	4 to 5 marks Good analysis of formal and informal structures and the organisational culture and related tension	5
Communicate and Apply Ethically	Written Report	0 to 4 marks – Report needs to be re-written	5 to 7 marks Report includes all sub-sections of the prescribed format but needs improvement in the substance and the content.	8 to 10 marks – Thorough and comprehensive report which includes all the sub-sections of the prescribed format.	10