|  |  |
| --- | --- |
| **Areas for consideration** | **Research and notetaking template** |
| **Scope of the issue/policy approach**   * Define the scope of the paper (the parameters and focus) * Specify your population of concern * Identify the key issues and extent of the issues * Explain the currency and significance |  |
| **Current Policy Situation**   * Describe the current policy situation * Identify at which level of government might this issue be addressed * Assess the impact/effectiveness of the current policy /Does the policy achieve its aims? * Strengths and limitations of the current policy |  |

|  |  |
| --- | --- |
| **Key Issues or Considerations**   * Identify the key issues that have been raised in relation of the current policy situation * Justify why the policy need to change * State how these issues are related to social policy principles |  |
| **Conclusions and Recommendations**   * Summarise the key points of your paper * Provide recommendations that are achievable and consistent with your analysis of the issues |  |