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| **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
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|  **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
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