

Unit Title:	Make decisions in a business environment
OCR unit number:	36
Sector unit number:	2010_BA_4_07
Credit value:	4
Level:	4
Guided learning hours:	24
Unit reference number:	H/601/2560

Unit aim and purpose

By completing this unit the learner will understand the purpose and process of decision-making in a business environment. They will be able to make decisions, prepare background information to make decisions and assess contributions to decision-making where there is no requirement for formal legal procedures to be followed.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Understand the purpose and process of decision-making	The Learner can: 1.1 Evaluate situations where decision-making is required 1.2 Explain key stages in the decision-making process
2 Understand how to prepare to make decisions	2.1 Explain the purpose of knowing the context in which a decision is being made 2.2 Justify possible limitations on a person making decisions 2.3 Explain how to research information to be used to inform and influence decision-making 2.4 Evaluate sources of information that can be used to inform and influence decision-making
3 Understand how to make decisions	3.1 Explain the purpose of meetings and other discussions where decisions are being made 3.2 Explain how to structure own ideas, information and recommendations to maximise their effectiveness 3.3 Explain the purpose and benefits of respecting other people's contributions to the decision-making process 3.4 Explain how to be proactive and engage with colleagues during the decision-making process 3.5 Justify the use of evidence, argument, questioning and assertiveness to influence outcomes 3.6 Explain the purpose of collective responsibility
4 Understand how to assess decisions and their effects	4.1 Evaluate ways to monitor the effect of decisions and identify learning points 4.2 Explain how to review the decision-making process

Learning Outcomes	Assessment Criteria
5 Be able to prepare background information to make decisions	5.1 Research and collect information to add value to the decision-making process 5.2 Evaluate sources of information needed
6 Be able to make decisions	6.1 Identify and agree criteria for making a decision 6.2 Review information provided in order to make a decision 6.3 Structure ideas, information and recommendations in a logical and meaningful way 6.4 Present rationale and conclusions to others using accurate and current information 6.5 Provide additional information to support conclusions 6.6 Respond as required when asked to supply information to help with decision-making 6.7 Respect other people's contributions to the decision-making process 6.8 Use evidence, argument, questioning and assertiveness to justify decision(s) 6.9 Listen to other people's feedback and record for future evaluation 6.10 Confirm support for the decision(s)
7 Be able to assess contributions to decision-making	7.1 Assess contributions made to the decision-making process 7.2 Identify learning points to improve future decision-making

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk.