

Unit Title:	Evaluate and improve own performance in a business environment
OCR unit number:	29
Sector unit number:	2010_BA_4_02
Credit value:	4
Level:	4
Guided learning hours:	14
Unit reference number:	R/601/2554

Unit aim and purpose

By completing this unit the learner will be able to take responsibility for evaluating their own performance in work tasks, then take responsibility for making and evaluating changes that make sure they will be able to work effectively and efficiently in a business environment alongside other people.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand how to evaluate and improve own performance</p>	<p>The Learner can:</p> <p>1.1 Analyse the purpose and benefits of continuously improving work</p> <p>1.2 Evaluate the purpose and benefits of encouraging and accepting feedback from others</p> <p>1.3 Analyse ways of evaluating own work</p> <p>1.4 Evaluate the purpose and benefits of trying out possible improvements to own work</p> <p>1.5 Analyse how learning and development can improve own work, benefit organisations, and further own career</p> <p>1.6 Evaluate possible career progression routes and the opportunities they offer</p> <p>1.7 Analyse possible development opportunities and the benefits they offer</p> <p>1.8 Evaluate the advantages and disadvantages of a learning plan</p>
<p>2 Be able to evaluate and improve own performance using feedback from others</p>	<p>2.1 Encourage and accept feedback from other people</p> <p>2.2 Make recommendations to improve work performance</p> <p>2.3 Complete work tasks, consistently using recommended new ways of working</p> <p>2.4 Evaluate work completed for improvements and effectiveness</p> <p>2.5 Evaluate changes made for improvements and effectiveness</p>
<p>3 Be able to use evaluation</p>	<p>3.1 Evaluate own performance, using feedback from others,</p>

Learning Outcomes	Assessment Criteria
and feedback to develop and use a learning plan	and identify where further learning and development will improve own work 3.2 Make recommendations and develop a learning plan to improve own work performance, that meets own needs 3.3 Implement a learning plan for improvement to own work 3.4 Review and evaluate progress against learning plan and make updates for improving own work and further learning

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 .