

Unit Title:	Contribute to innovation in a business environment
OCR unit number	418
Sector unit number	K/601/2575
Level:	4
Credit value:	6
Guided learning hours:	25

Unit purpose and aim

This unit is about identifying and evaluating new ideas for innovation in the business environment.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand the purpose and benefits of innovation in a business environment</p>	<p>The Learner can:</p> <p>1.1 Evaluate the purpose of innovation as a way of staying competitive and offering new solutions</p> <p>1.2 Explain the purpose of questioning existing ways of working and assumptions about them</p>	<p>Learning outcomes 1, 2 and 3 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.</p>
<p>2. Understand how to research, develop and review ideas for new approaches and solutions</p>	<p>2.1 Explain the purpose of reviewing existing products and services, and ways of doing so</p> <p>2.2 Evaluate ways of reviewing existing products and services</p> <p>2.3 Identify sources of information for new approaches and solutions</p> <p>2.4 Describe ways of collecting information on possible improvements</p> <p>2.5 Explain the purpose of working with others when developing new approaches and solutions</p> <p>2.6 Explain the purpose and benefits of working with</p>	

	<p>others when agreeing how to present ideas to decision-makers</p> <p>2.7 Evaluate how to work with others to develop and agree an idea</p> <p>2.8 Explain the purpose and benefits of acknowledging contributions made by others</p> <p>2.9 Explain how to evaluate ideas, including cost / benefit and impact analysis</p> <p>2.10 Explain how to question assumptions to develop concepts and propositions</p> <p>2.11 Explain the purpose of reviewing and learning from mistakes</p>	
3. Understand how to present suggestions for new approaches and solutions	<p>3.1 Explain the purpose of selling ideas to decision-makers</p> <p>3.2 Analyse how to present and sell suggestions for new approaches and solutions to decision-makers to achieve a positive outcome</p> <p>3.3 Explain the purpose of risk analysis</p> <p>3.4 Explain when it is appropriate to take 'acceptable' risks</p> <p>3.5 Evaluate the purpose and benefits of accepting feedback</p> <p>3.6 Explain how to develop and document proposals for change</p>	
4. Be able to research and develop ideas for new approaches and solution	<p>4.1 Question constructively existing ways of working in own area of responsibility</p> <p>4.2 Research and identify possible improvements to working methods, services or products in own area of responsibility</p> <p>4.3 Collect information that can</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to contribute to innovation in a business environment</p>

	<p>be used to develop ideas for new approaches and solutions</p> <p>4.4 Carry out a risk analysis</p> <p>4.5 Agree criteria for evaluating ideas including fit with organisational aims and objectives</p>	
5. Be able to present suggestions for new approaches and solutions	<p>5.1 Put forward a formal proposal of new approaches and / or solutions</p> <p>5.2 Communicate risks to others in a suitable format</p>	
6. Be able to evaluate, review and make suggestions for new approaches and solutions	<p>6.1 Identify the cost and benefits of new ideas to include</p> <ul style="list-style-type: none"> a) resources required b) assessment of impact on others <p>6.2 Evaluate ideas for new approaches and solutions using</p> <ul style="list-style-type: none"> a) fit with organisational aims and objectives b) other agreed criteria <p>6.3 Evaluate ideas to challenge own assumptions and thinking about ways of working</p> <p>6.4 Put forward a formal proposal to persuade decision-makers of the benefits of your idea(s)</p> <p>6.5 Communicate and sell ideas to others</p> <p>6.6 Seek feedback on ideas, analyse feedback, and show a willingness to adapt</p> <p>6.7 Assess idea(s) and decide whether a suggestion for a new approach / solution is possible</p>	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Notes/brainstorming records looking at existing ways of working
- Records of research into improving working methods
- Records of risk assessment
- Completed criteria templates for evaluation of ideas
- Formal proposal
- Costs/benefits analysis
- Evaluation of ideas
- Records of evaluation and challenge of own assumptions and ways of working
- Communication with others to promote ideas
- Documentation of feedback received
- Records of the solution and decision made

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAA112 Contribute to innovation in a business environment

NOS can be viewed on the CfA website at <http://www.cfa.uk.com/> or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English	Mathematic	s	ICT		
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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 .