Unit Title:	Support team members in identifying, developing and implementing new ideas (C1)
Unit Number	27
Level:	3
Credit value:	4
Guided learning hours:	20
Unit expiry date:	28/02/2015

Unit purpose and aim

This purpose of this unit is to provide learners with the knowledge and understanding of how to support team members to identify, develop and implement new ideas. It also covers the different methods of motivation to support innovation.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to develop team ideas and develop creativity of team members	1.1 Encourage team members to identify ideas	This may include: • new products, services or improvements • Ideas box • Team or individual incentives • Form improvement groups in the team • Task change to benefit team • Team topic for discussion, improvements and ideas.
	1.2 Record team member ideas	This may include: • Record/log with details of the idea • Display board for improvements • Brainstorming sessions.
2 Be able to assess the viability of team members' idea	2.1 Assess with team members the potential benefits and risks associated with an idea and the resources required	This may include: • Brainstorming sessions • How the change or Idea impacts on other practices • Health and Safety considerations relating to the idea or improvement • Cost of implementation versus the benefits.

Learning Outcomes	Assessment Criteria	Exemplification
3 Be able to support team members to implement ideas	3.1 Explain how to support team members in submitting formal proposals for approval	This may include: • Objectives of the proposal • How to present the idea or improvement • How to document the potential change • How to cost the proposal and offer payback information.
	3.2 Explain to team members how to identify and overcome barriers to implementing an idea	This may include: • Group discussions with other affected parties to the improvement, idea or change • Preparation prior to presentation, include all benefits: Health and Safety, Cost, Time, Energy savings and Team interaction.
4 Be able to implement team ideas	4.1 Monitor the implementation of ideas by own team	This may include: • Funds and implementation costs • Operational requirements • Physical resources • Team involvement • Impact of change.
	4.2 Communicate the progress of implementation to relevant others own organisation	This may include: • Notice boards • In house publications • Reports of improvement implementation • Meetings and Team Talks • Written reports on evaluation and implementation.

Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which, on request, will need to be made available to the OCR external verifier. Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. An OCR Centre Authentication form is provided in the Centre Handbook.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities.

You may collect evidence for the unit through work in a private sector organisation, a public sector organisation or a not-for-profit organisation.

You must provide evidence that shows you have done this over a sufficient period of time on different occasions for your assessor to be confident that you are competent.

Guidance on assessment and evidence requirements

You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- Professional discussion with your assessor in respect of identifying, developing and implementing ideas in a team.

- The team's plan

- Minutes of meetings with the team

- Key performance indicators and monitoring information of the team's idea

- Cost benefit analyses that you have conducted

- Reports you have written in respect of the impact on identifying, developing and implementing the team's ideas.

Details of relationship between the unit and national occupational standards

Management and Leadership NOS unit C1 Encourage innovation in your team

Resources

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work.

Additional information

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

![OCR Recognising Achievement logo]

OCR Level 3 NVQ in Team Leading

Evidence Record Sheet

Unit C1 Support team members in identifying, developing and implementing new ideas

I confirm that the evidence provided is a result of my own work.

Signature of candidate: _____ Date: _____

Evidence reference	Evidence title	Assessment method	LO1		LO2	LO3		LO4	
			1.1	1.2	2.1	3.1	3.2	4.1	4.2

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: _____   Name (in block capitals): _____   Date: _____

Countersignature of qualified assessor (if required) and date: _____

IV initials (if sampled) and date: _____   Countersignature of qualified IV (if required) and date: _____

(Page   of   )