

Unit Title: Operate within networks

OCR unit number: 14
 Sector unit number: AG18
 Level: Level 4
 Credit value: 3
 Guided learning hours: 20
 Unit reference number: F/602/5199

Unit purpose and aim

The aim of this unit is to show that the candidate understands the importance of other services and can network with them and exchange information in the correct ways.

Learning Outcomes	Assessment Criteria	Teaching Content
The Learner will: 1 Be able to identify and access networks which could benefit the service	The Learner can: 1.1 Determine the role and purpose of existing networks 1.2 Implement the service's criteria for network participation 1.3 Agree with practitioners how much time should be given to networks 1.4 Explain the types of conflicts which could occur	<ul style="list-style-type: none"> Consider the other services and agencies in the employment related sector, including those it would be beneficial to network with and the procedures to follow. Prioritise time and resources and the effects on time spent networking. Potential conflicts, such as conflict of interest, confidentiality, funding.
2 Be able to maintain memberships of networks	2.1 Maintain personal contacts within networks 2.2 Identify problems which may occur with network facilitation and participation 2.3 Explain the actions to take to address problems identified within networks 2.4 Explain what the implications could be if problems are not resolved	<ul style="list-style-type: none"> Importance of networking with individuals outside of formal network meetings. Details of problems that may occur, such as time, costs, availability of members. Ways in which problems can be overcome or mitigated; implications if problems cannot be resolved.
3 Be able to exchange information within networks	3.1 Agree the information required by network members 3.2 Work to realistic timescales for the exchange of information	<ul style="list-style-type: none"> Procedures that state what may be disclosed to other network members, and the timescales for exchanging information. Systems used for recording and exchanging this information

Learning Outcomes	Assessment Criteria	Teaching Content
	3.3 Analyse how feedback improves the use of networks 3.4 Utilise systems for recording and exchanging information	<ul style="list-style-type: none"> Evaluation of feedback to improve the use of networks.

Assessment

This unit is internally assessed by centre staff and externally verified by OCR.

Evidence requirements

Simulation is not allowed for any part of this unit. All evidence of your performance must be generated in your workplace, in accordance with organisational procedures and national, local and professional guidelines.

Guidance on assessment and evidence requirements

Please refer to the OCR Centre Handbook available from the OCR website www.ocr.org.uk.

You should refer to the '*Admin Guide: Vocational Qualifications (A850)*' for *Notes on Preventing Computer-Assisted Malpractice*.

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Advice and Guidance	AG18	Operate within networks

Functional skills signposting

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

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

Resources

Evidence record sheets and witness statements are available from the OCR website www.ocr.org.uk.

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) on the OCR website www.ocr.org.uk .