

Unit Title:	Develop, maintain and review personal networks
OCR unit number:	21
Sector unit number:	A3
Level:	4
Credit value:	4
Guided learning hours:	25
Unit reference number	R/600/9587

Unit purpose and aim

This unit aims to equip the candidate with the ability to create, review, develop and maintain personal networks. The candidate is able to develop networks to support both current and future work, with an understanding of the need that exchanging information and other linked resources has mutual benefit.

Learning Outcomes	Assessment Criteria	Teaching Content
The Learner will: 1 Understand the benefits of networking and the need for data privacy	The Learner can: 1.1 Evaluate the benefits of networking with individuals and organisations 1.2 Identify individuals and organisations that would provide benefits to own organisation and networks 1.3 Explain the need for confidentiality with networking contacts	This may include: <ul style="list-style-type: none"> • Payback and the benefit for both parties • Timescale of the networking relationship • Limits of own authority to be engaged in networking This may include: <ul style="list-style-type: none"> • Potential network partners business area • Conflict of interest • Network partners values compared to yourself or your organisation • Potential network partners, mutual contacts that you or the organisation wish to develop This may include: <ul style="list-style-type: none"> • Business objectives, including pricing structures and resource management • Sensitive areas of the organisation plans, restructure, takeovers or bids for funding and or finance

Learning Outcomes	Assessment Criteria	Teaching Content
		<ul style="list-style-type: none"> • Developments in the organisations portfolio of products and services
<p>2 Be able to develop a personal network of contacts</p>	<p>2.1 Develop networks that will provide personal and organisational benefit</p> <p>2.2 Develop guidelines for working with networks in line with organisational procedures</p>	<p>This may include:</p> <ul style="list-style-type: none"> • Support services to assist self and organisational needs; <p>Example: IT, Administration</p> <ul style="list-style-type: none"> • Methods of Networking • Objectives of Network membership • Introductions to other organisations linked with a Network partner for potential working relationships • Information relating to activities that effect the organisations objectives <p>This may include:</p> <ul style="list-style-type: none"> • Conflict of interest, networking to be limited to those not directly involved in business activities • Level of Information sharing • Costs • Sensitive information divulged on a need to know basis only • Confidentiality at all times
<p>3 Be able to review networking relationships</p>	<p>3.1 Assess the value own current personal network</p> <p>3.2 Evaluate own experience with existing contacts and use these to inform future actions</p>	<p>This may include:</p> <ul style="list-style-type: none"> • Contribution to your role in the organisation • Contribution to the workplace or organisation • How the network relates to each other, the interaction, response time and information supplied <p>This may include:</p> <ul style="list-style-type: none"> • Achievement of objectives • Times network partners have used your information against times you have used information supplied by them • Quality of the information supplied by contacts and how it assisted own or organisational progress

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 and includes a declaration for assessors to sign. It is a requirement of the Ofqual Common Criteria for all Qualifications that proof of authentication is received.

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. Simulation is not allowed for this unit.

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 personal networks
- minutes of meetings with network partners
- Network monitoring information
- cost: benefit analyses of the network
- reports from you on the impact of networking

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.

Occupational standards	Unit number	Title
Management and Leadership	A3	Develop your personal 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

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