

Unit Title:	Plan change for a team
OCR unit number	419
Sector unit number	M/601/2576
Level:	4
Credit value:	6
Guided learning hours:	22

Unit purpose and aim

This unit is about planning changes across teams in a department or part of an organisation at the level of a departmental manager or director.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1. Understand the purpose and value of planning change	The Learner can: 1.1 Explain the purpose and benefits of planning change for a team to organisations, individuals and a team	Learning outcomes 1, 2, 3 and 4 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.
2. Understand the role of the team and individuals in planning change	2.1 Explain the purpose and benefits of engaging the team and individuals in planning change 2.2 Explain the purpose and benefits of encouraging the team and individuals to feel that they are making contributions to planning change 2.3 Explain the purpose and benefits of using a team and individuals to challenge ways of working constructively and creatively when planning change	
3. Understand the purpose and value of communication	3.1 Explain the purpose and benefits of having goals for	

when planning change	<p>changes in a team and communicating them to those involved</p> <p>3.2 Explain the purpose and benefits of making sure decision-makers are committed to planned changes</p>	
4. Understand the purpose and value of negotiation and dealing with problems when planning change	<p>4.1 Explain the purpose and benefits of being adaptable during change planning and the change process</p> <p>4.2 Explain the purpose and benefits of being able to renegotiate plans for changes</p> <p>4.3 Analyse the types of problems and risks that may occur while planning change</p> <p>4.4 Explain ways of responding to problems while planning change</p> <p>4.5 Explain the purpose and benefits of dealing with problems when planning change</p>	
5. Be able to identify and develop opportunities for change for a team	<p>5.1 Recognise opportunities for change for a team</p> <p>5.2 Review options for change in terms of the constraints, risks, benefits, costs and implications for a team</p> <p>5.3 Identify the risks and benefits for a team associated with options for change</p> <p>5.4 Persuade the team to commit itself to change</p>	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to plan change for a team
6. Be able to plan change for a team	<p>6.1 Encourage individuals and the team to challenge existing ways of working and put forward new ideas</p> <p>6.2 Plan change for a team identifying vision, goals, objectives, timescales and resources</p> <p>6.3 Agree plans for change with relevant decision-makers, as required</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 opportunities for change for a team from candidate and the team
- Table/document reviewing various options for change
- Risk assessment
- Communications with team
- Team minutes
- Detailed plans outlining proposed changes
- Records of agreement gained

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAA114 Plan Change for a team

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.gcda.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 .