

Unit Title:	Evaluate and improve own performance in a business environment
OCR unit number	402
Sector unit number	R/601/2554
Level:	4
Credit value:	4
Guided learning hours:	14

Unit purpose and aim

This unit is about taking responsibility for evaluating your own performance in work tasks, then taking responsibility for making and evaluating changes that make sure you will be able to work effectively and efficiently in a business environment alongside other people.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand how to evaluate and improve own performance</p>	<p>The Learner can:</p> <p>1.1 Analyse the purpose and benefits of continuously improving work</p> <p>1.2 Evaluate the purpose and benefits of encouraging and accepting feedback from others</p> <p>1.3 Analyse ways of evaluating own work</p> <p>1.4 Evaluate the purpose and benefits of trying out possible improvements to own work</p> <p>1.5 Analyse how learning and development can improve own work, benefit organisations, and further own career</p> <p>1.6 Evaluate possible career progression routes and the opportunities they offer</p> <p>1.7 Analyse possible development opportunities and the benefits they offer</p> <p>1.8 Evaluate the advantages and disadvantages of a learning plan</p>	<p>Learning outcomes 1 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. Be able to evaluate and improve own performance using feedback from others</p>	<p>2.1 Encourage and accept feedback from other people</p> <p>2.2 Make recommendations to improve work performance</p> <p>2.3 Complete work tasks, consistently using recommended new ways of working</p> <p>2.4 Evaluate work completed for improvements and effectiveness</p> <p>2.5 Evaluate changes made for improvements and effectiveness</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to evaluate and improve own performance in a business environment</p>
<p>3. Be able to use evaluation and feedback to develop and use a learning plan</p>	<p>3.1 Evaluate own performance, using feedback from others, and identify where further learning and development will improve own work</p> <p>3.2 Make recommendations and develop a learning plan to improve own work performance, that meets own needs</p> <p>3.3 Implement a learning plan for improvement to own work</p> <p>3.4 Review and evaluate progress against learning plan and make updates for improving own work and further learning</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:

- Annotated organisational policies and procedures
- Self assessment
- Reviews/appraisals and follow ups
- Agendas and minutes of 1 to 1s and management meetings
- Personal development plan
- CPD record
- Records of feedback received
- Documentation relating to recommendations for new ways of working, it's implementation and evaluation

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAA627 Evaluation and improve own performance in a business environment

NOS can be viewed on the relevant Sector Skills Council's website 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		Mathematics		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 .