

Unit Title: Understanding the employing organisation

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| OCR unit number | 21 |
| Level: | 3 |
| Credit value: | 3 |
| Guided learning hours: | 23 |
| Unit accreditation no: | R/600/1764 |

Unit purpose and aim

This unit covers the knowledge and understanding that employees require concerning:

- the aims, objectives and structure of their organisation
- the contribution they can make to the organisation’s objectives opportunities for professional and
- career development in the organisation

'Practitioner' means anyone with a learning and development responsibility as part of their role

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|---|--|
| <p>The Learner will:</p> <p>1 Understand the structure of their organisation</p> | <p>The Learner can:</p> <p>1.1 Describe the main functions in their organisation</p> <p>1.2 Describe how the main functions in their organisation are staffed and organised</p> <p>1.3 Describe the communication channels in their organisation</p> <p>1.4 Describe the lines of control and accountability in their organisation</p> | <p>Candidates may consider:</p> <p>What types of functions an organisation can have</p> <p>What functions their organisation has</p> <p>Team structures within each function</p> <p>What communication channels are used in their organisation, including, for example meeting frequency</p> <p>The management style and structure within their organisation</p> |
| <p>2 Understand the key aims and objectives of their organisation</p> | <p>2.1 Explain the importance of an organisation having a business plan</p> <p>2.2 Describe their organisation’s key aims and objectives (for example, mission, core</p> | <p>Candidates may consider:</p> <p>Why do organisations have business plans</p> <p>What are the benefits of a business plan</p> |

| Learning Outcomes | Assessment Criteria | Exemplification |
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| | <p>aims and values)</p> <p>2.3 Describe how their organisation measures the achievement of key aims and objectives</p> <p>2.4 Identify their organisation's key performance indicators</p> | <p>What are the risks of not having a business plan</p> <p>Reviewing organisation literature that identifies the organisations key aims and objectives, eg mission statement</p> <p>Discussing the organisation key aims and objectives with appropriate staff within their organisation</p> <p>Candidates may consider whether: The company publishes its achievements, either internally, externally or both against its key aims and objectives</p> <p>Personnel are aware of achievements of key aims and objectives</p> <p>The organisation publishes its key performance indicators, internally, externally or both</p> <p>Meetings are held to discuss key performance indicators</p> |
| <p>3 Understand their own contribution to their organisation's key aims and objectives</p> | <p>3.1 Evaluate the importance of an organisation managing the performance of its staff</p> <p>3.2 Describe the objectives of their job role</p> <p>3.3 Explain how the objectives of their job role contribute to the organisation's key aims and objectives.</p> <p>3.4 Explain how their own performance is evaluated and developed</p> | <p>Candidates may consider: What is a staff performance appraisal system</p> <p>How organisations manage staff performance</p> <p>How their own organisation manages staff performance</p> <p>What the benefits of a staff performance appraisal system are</p> <p>What the risks are of not appraising staff performance</p> |

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|---|--|---|
| | <p>3.5 Analyse the contribution they can make to the evaluation and development of their performance</p> | <p>What is contained in their job description</p> <p>What information they were given during their induction</p> <p>What information about their job role they have become aware of since induction</p> <p>How their job role contributes to the organisation</p> <p>What performance reviews they have with their employer</p> <p>What performance reviews they have with other employment or delivery partners</p> <p>What input they have to the performance reviews</p> <p>What are the benefits of being able to contribute to their own performance reviews</p> |
| <p>4 Understand the opportunities for entry, professional development and progression within their organisation</p> | <p>4.1 Explain the importance of continuing professional development</p> <p>4.2 Evaluate the organisation's processes for recruitment</p> <p>4.3 Evaluate the organisation's processes for induction</p> <p>4.4 Evaluate the organisation's processes for training and development</p> <p>4.5 Evaluate the opportunities and requirements for career progression for staff within their organisation</p> | <p>Candidates may consider: What is continuing professional Development (CPD)</p> <p>What are the benefits of CPD</p> <p>What opportunities does their organisation offer for CPD</p> <p>How does their organisation record CPD</p> <p>How does their organisation recruit staff</p> <p>What other ways can organisations use to recruit staff</p> <p>What are the benefits and</p> |

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|-------------------|---------------------|---|
| | | <p>drawbacks of the system their organisation uses to recruit staff</p> <p>How does their organisation induct staff</p> <p>What other ways can organisations use to induct staff</p> <p>What are the benefits and drawbacks of the system their organisation uses to induct staff</p> <p>How does their organisation train and develop staff</p> <p>What other ways can organisations use to train and develop staff</p> <p>What are the benefits and drawbacks of the system their organisation uses to train and develop staff</p> <p>What opportunities are there within the organisation for career progression</p> <p>What requirements are there within the organisation for career progression</p> |

Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

Evidence requirements

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

National Occupational Standards (NOS) mapping/signposting

SkillsActive

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.