Unit Title:	**Make effective decisions**
OCR unit number:	25
Sector unit number:	E10
Level:	3
Credit value:	3
Guided learning hours:	10
Unit reference number	F/600/9715

Unit purpose and aim

This unit will ensure that the learners understand the process of decision making, and can identify and analyse information to enable them to come to a final decision.

Learning Outcomes	Assessment Criteria	Teaching Content
The Learner will: 1 Be able to identify circumstance that require a decision to be made	**The Learner can:** 1.1 Explain the circumstances requiring a decision to be made. 1.2 State the desired objective(s) for making the decision. 1.3 Establish criteria on which to base the decision, in line with own organisation.	This may include: • changes in the normal work routines • planned changes • operational changes • review of work practices. This may include: • prioritising • best use of work related resources • increased work load. This may include: • sufficient, accurate, reliable and relevant information.
2 Be able to collect information to inform decision making.	2.1 Identify information needed to inform the decision making process. 2.2 Communicate with stakeholders affected by the decision. 2.3 Explain how to inform stakeholders about the decision making process.	This may include: • accurate • current • factual • reliable • adequate. This may include: • team members • linked managers • suppliers • planning or sales

© OCR 2012

Learning Outcomes	Assessment Criteria	Teaching Content
		• customers. This may include: • affected stakeholders first • direct and timely contact • timely contact.
2 Be able to analyse information to inform decision making.	2.1 Identify information for validity and relevance to the decision making process. 2.2 Analyse information and against established criteria.	This may include: • factual, accurate, reliable, current and adequate. This may include: • references to established criteria • trends and known patterns.
3 Be able to make a decision	3.1 Apply decision making techniques to determine a decision. 3.2 Explain the decision made in line with desired objectives. 3.3 Communicate the decision taken to relevant stakeholders.	This may include: • known and proven methods • acknowledged methods • determined by the organisation. This may include: • references to overall objectives • how the decision is based on current information. This may include: • team members • affected stakeholders first.

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, the assessment criteria and all aspects of the knowledge, understanding and skills. 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.

© OCR 2012

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 types of effective decisions
- Benefit analyses that you have conducted in relation to effective decisions
- Reports you have written in respect of the impact on achieving business objectives

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	E10	Take effective decisions

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.

© OCR 2012