



# Administration (Business Professional)

<b>Unit Title:</b>	<b>Legislation affecting organisations</b>
OCR unit number:	23
Level:	3
Credit value:	3
Guided learning hours:	27
Unit reference number:	J/505/7061

## Unit purpose and aim

This unit aims to give learners an understanding of relevant legislation and the rules and codes of organisations. Learners will also be able to understand health and safety issues and apply the principles of risk assessment.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p><b>The Learner will:</b></p> <p>1 Understand legislation affecting business organisations</p>	<p><b>The Learner can:</b></p> <p>1.1 Identify legislation affecting business organisations including:</p> <ul style="list-style-type: none"> <li>• Employment</li> <li>• Human rights</li> <li>• Data protection</li> <li>• Health and Safety</li> <li>• Equality and diversity</li> </ul> <p>1.2 Analyse the importance of legislation to the specified organisations</p> <p>1.3 Analyse the importance of legislation to individual employees</p> <p>1.4 Identify where to locate further advice on legislation affecting business organisations</p>	<ul style="list-style-type: none"> <li>• Be able to locate sources for and understand the importance and implications of the following for the individual and the organisation: <ul style="list-style-type: none"> <li>– Copyright laws</li> <li>– Data Protection Act</li> <li>– Equal Opportunities</li> <li>– Employment law</li> <li>– Diversity</li> <li>– Freedom of information</li> <li>– Disability and discrimination Act</li> <li>– Health and Safety</li> </ul> </li> </ul> <p>Understand the implications both for the individual and the organisation of not keeping up to date with legislation changes</p> <p>Applying relevant legislation to particular situations</p> <p>Internal and external sources of information</p> <ul style="list-style-type: none"> <li>• Where to find relevant information on issues such as: <ul style="list-style-type: none"> <li>– the importance of being alert to potential hazards e.g. machinery and equipment, substances such as toner, correcting fluids, etc.</li> </ul> </li> </ul>

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
		<ul style="list-style-type: none"> <li>– personal conduct – safe and unsafe behaviour</li> <li>– smoking, drinking, drugs</li> <li>– Health and Safety legislation</li> <li>– employee rights and responsibilities concerning health and safety</li> <li>– importance of taking precautions</li> <li>– identifying and following safe working practices</li> <li>– dealing with low risk matters</li> <li>– how to report accidents and potential hazards to the appropriate person</li> <li>– importance of procedures in the case of fire, accident, emergency</li> <li>– first aid</li> <li>– use of display screens</li> </ul>
<p>2 Understand organisational rules and codes of behaviour</p>	<p>2.1 Critically analyse the purpose of organisational rules and codes of behaviour</p>	<ul style="list-style-type: none"> <li>• Understand the need for formal internal organisational regulations, e.g. those for escorting visitors</li> <li>• Understand the complexities of organisational codes of behaviour, which may or may not be formally written down, e.g. dress code, use of mobile phones in the office</li> <li>• To be able to monitor behaviour in line with regulations and codes of behaviour</li> </ul>
<p>3 Be able to conduct risk assessments</p>	<p>3.1 Carry out risk assessments in the workplace in accordance with organisational procedures</p>	<ul style="list-style-type: none"> <li>• Ensuring suitable training occurs before carrying out risk assessments</li> <li>• Procedures for a risk assessment</li> <li>• How to report the findings</li> </ul>

## Assessment

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This unit is assessed by the centre and sent to OCR for moderation.

## Guidance on assessment and evidence requirements

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This unit is assessed using a model assignment. OCR has produced a model assignment for each unit which centres may use for the purpose of assessment. The model assignment contains a scenario or real-life situation and related tasks which are based on the assessment criteria of the unit.

Centres may either use the model assignment as an entire, holistic assessment for an individual unit, adapt it to suit individual candidates' needs or devise their own assignment. If they choose to adapt the assignment or devise their own assignment they must ensure that the modified assignment will provide candidates with sufficient opportunity to demonstrate achievement of all the assessment criteria in the unit.

Please refer to the model assignment for this unit which can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .

## Functional skills signposting

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The functional skills mapping for this unit is detailed in the centre handbook which can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .

## Additional information

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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](http://www.ocr.org.uk) .