

Unit Title:	Evaluate and improve own performance in a business environment
OCR unit number	302
Sector unit number	F/601/2520
Level:	3
Credit value:	3
Guided learning hours:	22

Unit purpose and aim

This unit is about evaluating and improving your own performance in the workplace.

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 Explain the purpose and benefits of continuously improving own performance in a business environment</p> <p>1.2 Explain the purpose and value of encouraging and accepting feedback from others</p> <p>1.3 Describe ways of evaluating own work</p> <p>1.4 Explain the purpose and benefits of trying out possible improvements to own work</p> <p>1.5 Evaluate how learning and development can improve own work, benefit organisations, and further own career</p> <p>1.6 Compare possible career progression routes</p> <p>1.7 Describe possible development opportunities</p> <p>1.8 Justify the value of developing a learning plan</p>	<p>This learning outcome 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 Evaluate own work and use feedback from others to identify areas for improvement</p> <p>2.3 Identify changes in ways of working needed to improve work performance</p> <p>2.4 Complete work tasks using changed ways of working</p> <p>2.5 Evaluate work completed and changed ways of working 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 their own performance in a business environment</p>
<p>3. Be able to use evaluation of own performance to agree, develop and use a learning plan</p>	<p>3.1 Evaluate own performance and identify where further learning and development will improve own work</p> <p>3.2 Agree and develop a learning plan to improve own work performance, that meets own needs</p> <p>3.3 Follow a learning plan for improvement to own work</p> <p>3.4 Review 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:

- Appraisal/work review and subsequent reviews
- Feedback received from colleagues
- Learning or development plans
- Self assessment/review
- Minutes of meeting or internal communication regarding methods of working

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 NOS BA626 Manage 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.gcda.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 .