

<b>Unit Title:</b>	<b>Plan change across teams</b>
OCR unit number	503
Sector unit number	D/601/2587
Level:	5
Credit value:	6
Guided learning hours:	26

## Unit purpose and aim

This unit is about planning changes across a department or teams within a department, at the level of a department manager or director.

Learning Outcomes	Assessment Criteria	Exemplification
<b>The Learner will:</b> 1. Understand the purpose and benefits of planning change across teams	<b>The Learner can:</b> 1.1 Explain the purpose and benefits of planning change across teams for organisations, individuals and teams	Learning outcomes 1,2, 3 and 4 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.
2. Understand the role of teams and individuals in planning change across teams	2.1 Explain the purpose and benefits of engaging teams and individuals in planning change across teams 2.2 Evaluate the purpose and benefits of encouraging teams and individuals to feel that they are making contributions to planning change 2.3 Analyse the purpose and benefits of using teams and individuals to challenge ways of working constructively and creatively when planning change	
3. Understand the purpose and benefits of	3.1 Explain the purpose and benefits of having a vision	

<p>communication when planning change across teams</p>	<p>and goals for changes across teams and communicating them to those involved</p> <p>3.2 Analyse the purpose and benefits of making sure team members and decision-makers are committed to planned changes</p>	
<p>4. Understand the purpose and benefits of negotiation and dealing with problems when planning change across teams</p>	<p>4.1 Explain the purpose and benefits of being adaptable during change planning across teams</p> <p>4.2 Explain the purpose and benefits of being able to renegotiate plans for changes across teams</p> <p>4.3 Explain the types of problems and risks that may occur while planning change across teams</p> <p>4.4 Explain ways of responding to problems while planning change across teams</p> <p>4.5 Explain the purpose and benefits of dealing with problems when planning change across teams</p>	
<p>5. Be able to identify and develop opportunities for change across teams</p>	<p>5.1 Recognise opportunities for change across teams</p> <p>5.2 Evaluate options for change in terms of the constraints, risks, benefits, costs and implications across the teams involved</p> <p>5.3 Evaluate the risks and benefits for the teams and the organisation associated with these options</p> <p>5.4 Persuade teams and decision-makers to commit themselves to change</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to plan change across teams.</p>
<p>6. Be able to plan for change across teams</p>	<p>6.1 Encourage individuals and teams to challenge existing ways of working and put forward new ideas</p> <p>6.2 Plan change across teams identifying vision, goals, objectives, timescales and resources</p> <p>6.3 Agree plans for change with teams and decision-</p>	

## Assessment

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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

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A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Notes/brainstorming records looking at opportunities for change across teams
- Table/document reviewing various options for change
- Risk assessment
- Communications with teams persuading commitment to the change
- Detailed plans outlining proposed changes
- Records of agreement gained

## National Occupational Standards (NOS) mapping/signposting

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This unit is based on the NOS BAA115 Plan change across teams

NOS can be viewed on the CfA website at <http://www.cfa.uk.com/> or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

## Functional skills signposting

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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

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Access to a working environment with associated equipment and resources

## 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) .