OCR

Oxford Cambridge and RSA

Unit Title:	**Contribute to decision-making in a business environment**
OCR unit number	306
Sector unit number	Y/601/2524
Level:	3
Credit value:	3
Guided learning hours:	12

Unit purpose and aim

This unit is about contributing to the decision making process made in a business environment.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	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.
1. Understand the purpose and process of decision-making	1.1 Identify situations where decision-making is required 1.2 Explain key stages in the decision-making process	
2. Understand how to prepare to contribute to decision-making	2.1 Understand the purpose of knowing the context in which a decision is being made 2.2 Describe the role and responsibilities of a person contributing to decision-making 2.3 Describe possible limitations on a person contributing to decision-making 2.4 Identify sources of information that can be used to inform decision-making 2.5 Explain how to research information to be used to inform decision-making	

3. Understand how to contribute to decision-making	3.1 Explain the purpose of contributing to meetings and other discussions where decisions are being made, and ways of doing so	
	3.2 Explain how to structure own ideas and information	
	3.3 Explain the purpose and benefits of respecting other people's contributions to the decision-making process	
	3.4 Explain the purpose of listening and responding to other people during the decision-making process, and ways of doing so	
	3.5 Explain how to use evidence, argument, questioning and assertiveness to influence outcomes	
	3.6 Explain the purpose of collective responsibility	
4. Be able to prepare contributions to decision-making	4.1 Identify sources of information needed	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to contribute to decision making in a business environment
	4.2 Research and collect information to add value to the decision-making process	

5. Be able to make contributions to decision-making	5.1 Present information to others and develop ideas, using accurate and current information	
	5.2 Make constructive, relevant and timely contributions to meeting(s) or other discussions to contribute to making a decision	
	5.3 Provide additional information, when asked, to contribute to making a decision	
	5.4 Contribute to identifying and agreeing criteria for making a decision	
	5.5 Contribute to structuring ideas and information in a way that helps other people understand own ideas	
	5.6 Listen to other people's contributions adapting own ideas as necessary	
	5.7 Contribute to reviewing information provided for a decision to be made	
	5.8 Confirm support for an agreed decision	

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:

- Annotated organisational policies and procedures

- Task plans

- Records of information sources

- Records of research carried out

- Minutes of meetings

- Presentation of information

- Record of criteria on which decision was based

- Records of communication and input from others

- Documentation confirming support for a particular decision

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 BAG121 Contribute to decision-making 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.qcda.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 .