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| Title: | | **Understanding the implications of working in an enterprise** | | |
| Level: | | **2** | | |
| Credit value: | | **3** | | |
| Unit guided learning hours | | **6** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the rights and responsibilities of individuals | | | 1.1  1.2 | Describe the rights of individuals with regard to contractual obligations in an enterprise  Outline the responsibility of individuals behaviours with regard to legal, ethical and respect of diversity in the workplace |
| 1. Understand the range of enterprise sectors available and the implications | | | 2.1  2.2  2.3 | Compare two types of enterprise available  Explain the implications for the individual of employment, self-employment, contractual and voluntary work  Evaluate own attitude to different types of enterprise |
| 3 Understand the skills relevant to working in an enterprise | | | 3.1  3.2 | Identify own strengths and weakness in relation to problem solving, coping and interpersonal skills  Explain ways to improve own problem solving, coping and interpersonal skills |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To understand the implications of working in an enterprise, together with the skills and attitude required. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to SFEDI 2010 NOS: OP1, OP2, BI 1, BI 2, BD1, BD3, LG1, LG2, YS1, YS3 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | E2.06 - Implications of working within an enterprise | |
| Location of the unit within the subject/sector classification system | | | 15.3 Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Rights of individuals when contracting with enterprise (including employment rights, law of contract) * Legal responsibilities (including those for health and safety) of individuals within an enterprise * Personal ethics/values in enterprise, including respect for diversity * Personal obligations to the enterprise (including effectiveness and efficiency, the work ethic, reporting and accountability) * Individual responsibility for self development * The choice of enterprise (employment, self-employment, franchise, contractual and voluntary work) | | | |
| 2 | * Public, private and voluntary sectors (or as appropriate to candidate’s own country) * Implications (including opportunities and threats) for the individual of employment, self-employment, franchise, contractual status and voluntary work * Individual attitudes to the above; attitude to risk * Decision making in a career context | | | |
| 3 | * Simple ways to recognise, investigate and analyse problems * Objective setting in relation to problem * Brainstorming and creative thinking techniques * How to evaluate options * Simple decision making techniques * Effective presentation of a case – ie, providing facts and evidence, not just opinion * Monitoring and review techniques to evaluate outcomes of problem solving activities * The importance of the balance between work and other commitments and how to maintain it * Techniques to identify personal strengths and weaknesses * Time management techniques * Stress recognition and management techniques * The nature of formal and informal working relationships * Personal style and its workplace impact * Range of internal and external contacts * Differences between people, and the effects on relationship building * Differences in organisational culture, and the effects on relationship building at work * Social skills appropriate to the workplace * Range of behaviours which develop, maintain and destroy trust at work * Own problem solving, coping and interpersonal skills in relation to a selected enterprise option * The importance of maintaining confidentiality in the workplace | | | |