|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | | **Understand the organisation and its context** | | |
| Level: | | **3** | | |
| Credit value: | | **2** | | |
| Unit guided learning hours | | **7** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the organisation as an entity | | | 1.1  1.2  1.3  1.4  1.5 | Describe the legal entity of a specified organisation and the implication of that legal entity on the structure and management of the organisation  Describe the operational functions within an organisation  Identify own role, span of control and reporting line in an organisation using an organisational chart to illustrate  Describe the roles and responsibilities of managers at different levels of an organisation  Explain the relevance to an organisation of its different stakeholders |
| 1. Understand the context within which the organisation operates | | | 2.1  2.2 | Identify the major external forces which impact upon an organisation  Prepare a PESTLE analysis of an organisation |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop knowledge and understanding of organisations and their context as required by a practising or potential first line manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: | |
| 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) | | |  | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * The nature and purpose of organisations * An outline of basic business structures – sole trader, partnership, limited companies, public sector organisations, voluntary sector, etc * Operational functions within the organisation, such as marketing, finance, production, etc * Overview of the management task * Formal and informal organisational relationships between departments and people * Various types of organisation chart * Management roles and responsibilities within the organisation * The relevance of stakeholders and how to identify them | | | |
| 2 | * PESTLE analysis * Simple outline of the impact of economics and politics on the organisation * Brief outline of the key economic issues – inflation, unemployment, trade cycles, exchange rates, economic growth, price mechanism, competition, economic indicators, “factors of production” affecting business location as relevant to own organisation * A brief treatment of key global issues and the challenges they present to organisations * Other international organisations which have an influence on business as appropriate | | | |