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| Title: | **Learning through complex workplace activities** | | |
| Level: | 5 | | |
| Credit value: | 60 | | |
| Unit guided learning hours | 30 | | |
| Learning outcomes (the learner will) | | Assessment criteria (the learner can) | |
| 1. Understand how to develop a business case that, when implemented, will lead to significant improvement in organisational performance | | 1.1  1.2  1.3  1.4 | Agree with employment supervisor / learning supervisor and other managers and stakeholders, an extensive task designed to lead to significant improvement in organisational performance  Develop a detailed business case for initiating the extensive task  Communicate the business case to employment supervisor and other affected managers and stakeholders  Negotiate with managers and stakeholders the allocation of work within the task |
| 1. Be able to develop own knowledge and understanding about the task through self-directed learning | | 2.1  2.2 | Assess the potential personal learning outcomes that will arise from the task and agree these with learning supervisor  Use self-directed learning to evaluate a range of theories, models, principles and practices that are relevant to the identified task |
| 1. Be able to take responsibility for self-directed learning and workplace activities to enhance personal and organisational performance | | 3.1  3.2  3.3  3.4 | Evaluate the options for innovation and improvement (with reference to the conditions agreed with employment supervisor / learning supervisor and other managers and stakeholders) referencing appropriate theories, models, principles and practices  Agree the introduction of improvements with employment supervisor / learning supervisor and with other managers and stakeholders  Lead the implementation of the proposals, monitoring own effectiveness and adapting where necessary  Critically evaluate the planning and implementation of the improvements, including a financial appraisal of the task |
| 1. Be able to reflect on the task and own experience to identify learning | | 4.1  4.2 | Analyse feedback from the employment supervisor and learning supervisor, other managers and stakeholders on own performance in the task  Critically review own performance in undertaking the task and managing own learning |
| **Additional information about the unit** | | The terms ‘employment supervisor’ and ‘learning supervisor’ are used to refer, respectively to a line manager and/or workplace mentor who has agreed responsibility with the ILM centre for supervising and assessing workplace learning activity, and to the tutor or trainer who has responsibility for advising, supporting and assessing the candidate’s workplace learning. | |
| Unit purpose and aim(s) | | To enable candidates to develop leadership and management knowledge, understanding and skills through complex work based activities. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | Links to Management and Leadership 2004 NOS: B1, B6, B8, B11, C2, C4, C5, C6, D2, D6, E2, F1, F3 | |
| 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) | | M5.32 Learning through complex workplace activities | |
| Location of the unit within the subject/sector classification system | | 15.3 Business Management | |

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| **Additional Guidance about the Unit** | |
| **Indicative Content:** | |
| 1 | * Nature and purpose of work based learning * Range of appropriate tasks to bring about organisational improvement * Project planning tools and techniques * Preparing and presenting a business case for performance improvement * Budget preparation and management * Negotiation skills |
| 2 | * Nature and purpose of learning outcomes * Self-directed learning – techniques for managing own learning, research and study skills, sources of information, discussion with learning supervisor |
| 3 | * Self-directed learning – techniques for managing own learning, research and study skills, sources of information * Evaluation skills and techniques * Negotiation skills * Project planning and implementation tools and techniques * Financial appraisal and budget reconciliation techniques |
| 4 | * Techniques for inviting, receiving and evaluating feedback * Techniques for personal performance review (formal and informal performance appraisal, 360o feedback) * Reflection process, skills and techniques |