

# Principles of working in a business environment

## UBU4

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The aim of this unit is to develop your understanding of working in a business environment. You will look at the importance of equality and diversity in the workplace and how this can affect individuals and the work that you do.

Level

1

Credit value

4

GLH

25

Observation(s)

0

External Paper(s)

0



### Learning outcomes

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#### On completion of this unit you will:

1. Know the purpose and structure of business organisations
2. Know how to contribute to environmental sustainability within an organisation
3. Know how to support equality and diversity within an organisation
4. Know the requirements of confidentiality and security in an organisation

### Evidence requirements

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#### 1. Knowledge outcomes

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

#### 2. Tutor/Assessor guidance

Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on [www.vtct.org.uk](http://www.vtct.org.uk) under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on [www.vtct.org.uk](http://www.vtct.org.uk) under the relevant qualification page.

#### 3. External paper

There is no external paper requirement for this unit.

# Developing knowledge

## Achieving knowledge outcomes

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You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below\*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

\*This is not an exhaustive list.

## Relationship to National Occupational Standards

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This unit is linked to Business and Administration (2013) National Occupational Standards:

- CFABAF171 Support work procedures in a business environment
- CFABAF172 Undertake work in a business environment

## Learning outcome 1

Know the purpose and structure of business organisations

You can:	Portfolio reference
a. State the purposes of different types of business organisations	
b. Explain why it is important for a business to be financially secure	
c. State the purposes of an organisational chart	
d. Describe the role of the main functional areas of business organisations	

## Learning outcome 2

Know how to contribute to environmental sustainability within an organisation

You can:	Portfolio reference
a. State what is meant by “environmental sustainability”	
b. Explain why it is important to keep waste to a minimum	
c. Describe practices that may be used to minimise waste in a business environment	
d. State the standard procedures to be followed when recycling and disposing of waste	

## Learning outcome 3

Know how to support equality and diversity within an organisation

You can:	Portfolio reference
a. State the meaning of the terms “equality” and “diversity”	
b. State why it is important to support equality and diversity in the work environment	
c. Describe ways of behaving that show sensitivity and respect for other people	
d. State the legal requirements relating to equality and diversity	

## Learning outcome 4

Know the requirements of confidentiality and security in an organisation

You can:	Portfolio reference
a. State the importance of maintaining organisational standards of confidentiality	
b. Outline how confidentiality requirements affect the workplace	
c. State the importance of maintaining organisational standards of security	
d. Outline how security requirements affect the workplace	

# Notes

Use this area for notes and diagrams



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