

Understand employer organisations

UBU22

The aim of this unit is to develop your knowledge and understanding of the functions of different organisational structures. You will learn how to describe the difference between the types of employers and the internal and external influences of an organisation.

Level

2

Credit value

4

GLH

40

Observation(s)

0

External Paper(s)

0

Food
Donations



Learning outcomes

On completion of this unit you will:

1. Understand organisational structures
2. Understand the organisational environment

Evidence requirements

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 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 under the relevant qualification page.

3. External paper

There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

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.

Relationship to National Occupational Standards

This unit is linked to Customer Service (2013) National Occupational Standards:

- CFABAF174 Manage work in a business environment

*This is not an exhaustive list.

Learning outcome 1

Understand organisational structures

You can:	Portfolio reference
a. Explain the differences between the private sector, public sector and voluntary sector	
b. Explain the functions of different organisational structures	
c. Describe the features of different types of legal structures for organisations	

Learning outcome 2

Understand the organisational environment

You can:	Portfolio reference
a. Describe the internal and external influences on organisations	
b. Explain the use of different models of analysis in understanding the organisational environment	
c. Explain why change in the business environment is important	

Notes

Use this area for notes and diagrams



Notes

Use this area for notes and diagrams



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Use this area for notes and diagrams





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