Unit title	Principles of contributing to innovation and change
SQA Unit code	H6PR 04
SCQF level	Not yet credit rated
SCQF credit points	Not yet credit rated
SSC Ref	CDM5

History of changes

Publication date: completed by SQA

Version: completed by SQA

Version number	Date	Description

Title:	Principles of contributing to innovation and change

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
1. Understand the purpose of innovation in a business environment	1.1 Explain the purpose of innovation in a business environment
2. Understand how to contribute to innovation	2.1 Explain the purpose of reviewing existing ways of working and positive ways of doing so
	2.2 Explain the benefits of working with others when contributing to innovation
	2.3 Identify behaviours and attitudes which support innovation
3. Understand the reasons for and implications of change in a business environment	3.1 Explain the reasons for change in a business environment
	3.2 Examine the implications of change for an organisation, teams and individuals
4. Understand the process of change in a business environment	4.1 Explain the purpose of planning change
	4.2 Explain the purpose of effective communication when making changes
	4.3 Describe types of problems that occur when making changes and ways of dealing with them
	4.4 Explain the purpose of reviewing and evaluating change

Additional information about the Unit
Unit purpose and aim(s)
This unit assesses knowledge and understanding in relation to business innovation. Learners will understand the purpose of innovation within business and how to contribute to innovative practice. Learners will understand the reasons for change, the change process, and its implications on the business.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS developed by Council for Administration (CFA).
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Evidence for this Unit should be generated in the workplace or a real work environment under normal commercial operating conditions. Simulation is only acceptable under certain circumstances, please refer to section 4.1 of Creative Skillset's 'Principles of Assessment for use with SVQs and competency-based qualifications in the SCQF'

Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of candidates in the workplace.

Acceptable types of evidence

The following sources of evidence can be used in the assessment of the competency based learning outcomes:

- Direct observation of learners carrying out the relevant task;
- Portfolios (hard-copy and digital);
- Inspection and evaluation of products produced (this includes electronic evidence where appropriate);
- Questioning of learners to support performance;
- Simulation where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment);
- Expert Witness where specific expertise is required;
- Supplementary evidence (i.e. Witness Testimony);
- Recorded Internal competency assessments carried out as part of a structured in-company approach (i.e. ISO9000). Assessors should carry out only confirmatory observation.

For knowledge based learning outcomes the following sources of evidence can be used:

- Oral or written exams/test;
- Portfolios (hard-copy and digital);
- Presentations;
- Simulation on where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment);
- Assignments;
- Projects;
- Case studies.
- Professional Discussion

Please note: This is not an exhaustive list, all of the assessment methods associated with effective delivery and assessment of qualifications that attest to occupational competency may be used.

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website:
http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf