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#### Overview

This standard is about generating, developing and testing out ideas for innovation when working in a business environment. It includes identifying and researching possible ways of improving working practices, products or services, evaluating the ideas and adapting them based on the feedback of others. It is for administrators who have some responsibility for proposing improvements within their role.

**Performance  
criteria**

- You must be able to:*
- P1 constructively question existing ways of working within the organisation
  - P2 research and identify possible innovations to working methods, services or products
  - P3 gather information to develop own ideas
  - P4 evaluate ideas based on agreed criteria, including complying with organisational aims and objectives
  - P5 identify the costs and benefits of own ideas, including the resources needed and the likely impact on others
  - P6 evaluate the potential of own ideas with colleagues, including whether they have been tried before and what would be different this time
  - P7 ask appropriate questions to extend own thinking and question own assumptions
  - P8 communicate and sell ideas to others
  - P9 take feedback into account and show a willingness to adapt
  - P10 decide whether or not own ideas are viable
  - P11 put forward a formal proposal to persuade decision-makers
  - P12 recognise when it is appropriate to take acceptable risks
  - P13 show a willingness to learn from mistakes

## Knowledge and understanding

*You need to know and understand:*

- K1 the value of innovation in staying competitive and offering new solutions to established problems
- K2 how to review the status quo in a way that is likely to achieve the results you want
- K3 how to research possible improvements
- K4 how to evaluate ideas, including cost/benefit and impact analysis
- K5 how to question assumptions to develop concepts and propositions
- K6 how to communicate and sell ideas to other people
- K7 how to show that ideas contributed by others are valued
- K8 how to decide when an idea is, or is not, viable
- K9 how to decide which decision-makers to approach and influence
- K10 how to develop and document proposals
- K11 risk analysis and risk management during periods of change
- K12 the value of reflecting on and learning from mistakes

## CFABAA113 - SQA Unit Code H98D 04

Explore ideas for innovation in a business environment

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### Additional Information

#### Skills

1. analysing
2. communicating
3. evaluating
4. negotiating
5. organising
6. persuading
7. planning
8. problem-solving
9. questioning

**Links to other NOS** Business Support Systems; Manage Information

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