

CFABAH114 - SQA Unit Code HL45 04

Monitor and evaluate trends and events that affect organisations



Overview

This standard is about monitoring, evaluating and prioritising changes in the internal and external environment in which the organisation operates. It includes advising decision-makers on their relevance and implications for the organisation, taking account of legal and regulatory requirements and ethical responsibilities and seeking specialist advice where appropriate. It is for administrators who monitor and evaluate trends and events that may affect the organisation as part of their role.

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Performance criteria

- You must be able to:*
- P1 make sure there are systems in place to identify and record internal and external factors
 - P2 evaluate and prioritise internal and external factors for their relevance to the organisation
 - P3 analyse and evaluate trends and events for their implications for the organisation
 - P4 identify, evaluate and prioritise current and emerging legal and regulatory requirements which are relevant to the organisation
 - P5 when necessary, obtain specialist advice on interpretations of relevant legal and regulatory requirements
 - P6 communicate information to relevant people in good time to inform decision-making
 - P7 agree, with decision-makers, the relevance of trends and events and actions needed
 - P8 make sure any actions meet legal and regulatory requirements and ethical responsibilities

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Knowledge and understanding

You need to know and understand:

- K1 the nature of internal trends and events
- K2 the organisation's mission and objectives
- K3 organisational strategies and policies
- K4 the types of monitoring systems
- K5 ways of analysing internal trends and events
- K6 the nature and types of external influences which impact on the organisation
- K7 the methods of analysing and evaluating external influences which impact on the organisation
- K8 the legal and regulatory requirements and ethical responsibilities relating to external influences which may affect organisational interests
- K9 the consequences of non-compliance with legal and regulatory requirements relating to external influences which may affect organisational interests
- K10 the methods of communicating and presenting information
- K11 the methods of agreement and actions that follow to meet legal and regulatory requirements and ethical responsibilities

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Skills

1. analysing
2. evaluating
3. negotiating
4. prioritising
5. problem solving
6. reporting
7. researching

Links to other NOS Business Resources; Manage Information and Data

Additional Information

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