

Overview

This standard is about undertaking supporting work practices in a business environment. It includes supporting your organisation's purpose and values, assessing and managing risks, maintaining the security and confidentiality, also supporting diversity and sustainability. It is for business administration professionals in supervisory or managerial roles who have responsibility for undertaking and supporting work practices in a business environment.

Performance criteria

You must be able to:

Support your organisation's purpose and values

1. support your organisation's overall mission and team's objectives
2. identify your organisation's purpose, policies, procedures and values
3. put your organisation's values into practice in all aspects of your work
4. work with external organisations and stakeholders in a way that improves the image of your organisation
5. improve your working practices in accordance with organisation's objectives, policies, systems, procedures and values

Assess and manage risks

6. identify possible sources of risk
7. assess the levels of risks
8. monitor and mitigate risks
9. identify any potential risks and manage these when they occur
10. evaluate and your methods of assessing and managing risks

Maintain security and confidentiality

11. maintain the security and confidentiality of information in accordance with organisational procedures and current legislation about data protection and use of technologies
12. report any concerns about security and confidentiality to the relevant member of staff or agency

Support diversity

13. establish and maintain a working environment that values diversity and respects all members of staff within your organisation
14. work with colleagues and use their experience to improve your working practices and methods of communication
15. interact with colleagues in a professional manner that respects their background, abilities, values, customs and beliefs
16. uphold the rights of members of staff who are different from you
17. follow your organisation's procedures and legal requirements in relation to equality legislation

Support sustainability

18. establish and maintain procedures for waste management
19. keep waste to a minimum and follow procedures for the recycling and disposal of waste materials

20. follow relevant procedures for maintenance of equipment
21. continuously review working methods, including use of technology, and ways of improving efficiency
22. identify equipment and materials that provide best value for money
23. support colleagues to maximise their performance and value to the organisation
24. establish and maintain procedures for the maintenance of equipment
25. improve your working methods and the use of technology to support sustainability

Knowledge and understanding

You need to know and understand: **Support your organisation's purpose and values**

1. your organisation's mission and team's objectives
2. your organisation's purpose, policies, procedures and values
3. the remit of your work responsibilities and authority
4. the working practices with external organisations and stakeholders
5. how improve your working practices in accordance with organisation's goals and objectives

Assess and manage risks

6. the sources of risks in the work that you do
7. how to assess and monitor risks
8. the risk monitoring and mitigation methods
9. the importance of reviewing and evaluating how to identify risks

Maintain security and confidentiality

10. the purpose and benefits of maintaining security and confidentiality
11. your organisational procedures and current legislation about data protection and use of technologies
12. how to report any concerns about security and confidentiality to the relevant member of staff or agency

Support diversity

13. what is meant by diversity and why it should be valued
14. the working environment that promotes diversity and respects all members of staff within your organisation
15. the purpose and benefits of working with colleagues and using their experience to improve your working practices and methods of communication
16. the methods of interaction with respect to colleagues' their background, abilities, values, customs and beliefs
17. the advantages of supporting diversity within your organisation
18. how to ensure the working environment is supportive of diversity and makes best use of the talents of all those involved
19. how to uphold the rights of members of staff
20. the relevant legislation in support of equality and diversity in a working environment

Support sustainability

21. the main causes of waste in a business administration environment and how to minimise these
22. the social and legal requirements for recycling and disposal of waste and the organisational procedures in place to support these
23. how regular maintenance of equipment can help to minimise waste and the procedures you should put in place
24. how to use technology to work help improve working practices
25. how to engage all stakeholders in continuously improving working methods and the use of technology to achieve maximum efficiency
26. how to select sources of materials and equipment that provide best value for money
27. the purpose and benefits of considering issues of corporate social responsibility when selecting suppliers
28. your working methods and the use of technology to support sustainability

Skills

1. communicating
2. interpersonal skills
3. monitoring
4. planning
5. problem solving
6. reading
7. team working
8. working with other members of staff

INSBA008

J6WW 04 - Undertake and support work practices in a business

environment



Developed by	Instructus
Version Number	1
Date Approved	February 2021
Indicative Review Date	March 2026
Validity	Current
Status	Original
Originating Organisation	Instructus
Original URN	CFABAF172, CFABAF173, CFABAF174
Relevant Occupations	Administration; Administration and Law; Administration and Secretarial Occupations; Business; Business and related associate professionals
Suite	Business and Administration
Keywords	Business; administration; diversity, sustainability, risk assessment, confidentiality
