

## Overview

This standard is about contributing to innovation in a business environment. It includes generating, developing and evaluating ideas for innovation in a business environment. It also covers identifying and researching possible ways of improving working practices, products or services, evaluating the ideas and adapting them based on the feedback received.

It is for professionals in business administration roles who are involved in making contributions to innovation.

## Performance criteria

*You must be able to:*

1. analyse the current working practices within the organisation
2. research and identify possible innovations of working methods, services or products
3. collate information to support the innovation with your own ideas
4. evaluate your ideas against the agreed criteria and organisational aims and objectives
5. identify the costs and benefits of your ideas and analyse their impact on working methods, services or products
6. carry out a risk analysis of your ideas
7. assess own ideas' competitiveness
8. question your own ideas and assumptions to develop concepts and propositions
9. evaluate the potential of your ideas with colleagues and team members, identifying the required improvements
10. communicate and promote your ideas to colleagues and team members
11. develop a formal proposal to influence the stakeholders and decision-makers
12. collate the feedback and review your ideas and working practices
13. improve your ideas and working practices from lessons learned

## Knowledge and understanding

*You need to know and understand:*

1. the current working practices within the organisation
2. the range of working methods, services or products at your organisation
3. how to research possible improvements to support the innovation
4. the value of innovation and new solutions to the current issues
5. how to evaluate ideas, including cost, benefit and impact analysis
6. the methods of carrying out the risk analysis
7. how to assess the competitiveness of your ideas
8. how to question your ideas and assumptions to develop concepts and propositions
9. the relevant methods of evaluation of your ideas and how to implement improvements
10. how to communicate and promote your ideas and working practices
11. how to develop and document proposals
12. how to collate feedback to review your ideas and working practices
13. the value of reflection based on lessons learned

**Skills**

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

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