

# CFABAA113 - SQA Unit Code FE1G 04

## Implement and evaluate innovation in a business environment



---

### Overview

Implement and evaluate innovation when working in a business environment.

Links: Business Support Systems; Manage Information

Specific skills:

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

### 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 FE1G 04

## Implement and evaluate innovation in a business environment

---

**Developed by** CFA Business Skills @ Work

---

**Version number** 1

---

**Date approved** April 2010

---

**Indicative review date** April 2012

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** CFA Business Skills @ Work

---

**Original URN** BAA113

---

**Relevant occupations** Business, Administration and Law; Administration; Administration and Secretarial Occupations

---

**Suite** Business and Administration NOS (2010)

---

**Key words** business, administration, innovation

---