H5RG 04 (SCDHSC0439 BA3) — Contribute to the Development of Organisational Policy and Practice

Overview

This standard identifies the requirements when you contribute to the development of organisational policy and practice. The requirements include contributing to identifying potential for organisational development and presenting information and ideas to contribute to organisational development.

This standard is tailored from SFHBA3.

Additional Information

Scope/range related to Performance Criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

NOTE: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

The **individual** is the adult, child or young person you support or care for in your work.

Constraints and obstacles: statutory requirements; resources; ideologies.

Context: structure, decision-making processes, resources, aims and objectives of organisation; services provided by other agencies; statutory requirements.

Organisational development: organisational policy; organisational practice.

Parties: Staff in own organisation; other organisations; service users.

Scope/range related to Knowledge and Understanding

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

All knowledge statements must be applied in the context of this standard.

Factors that may affect the health, wellbeing and development of individuals may include: adverse circumstances or trauma before or during birth; autistic spectrum conditions; dementia; family circumstances; frailty; harm or abuse; injury; learning disability; medical conditions (chronic or acute); mental health; physical disability; physical ill health; poverty; profound or complex needs; sensory needs; social deprivation; substance misuse.

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

♦ to be treated as an individual
♦ to be treated equally and not be discriminated against
♦ to be respected
♦ to have privacy
♦ to be treated in a dignified way
♦ to be protected from danger and harm
♦ to be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
♦ to communicate using their preferred methods of communication and language
♦ to access information about themselves

Performance Criteria — What you do in your job

You must provide evidence to meet all the 18 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

Contribute to identifying potential for organisational development

	Performance Criteria	**Evidence Number where this criteria has been met**
1	Base your initiatives on an awareness of the organisational development required within the existing context.	
2	Establish, maintain and develop channels of communication and effective working relationships with relevant parties.	
3	Actively seek relevant information from, and provide to, all appropriate parties.	
4	Ensure your communications and information are free from discriminatory language and content.	
5	Consult all relevant parties; conflicting interests are identified, acknowledged and, where possible, a way forward established. Where this is not possible, you seek advice on how to deal with this.	
6	Identify and address relevant constraints and obstacles to progress.	
7	Make clear and constructive contributions to establishing aims and objectives for development.	
8	Make clear and constructive contributions to identifying the methods, timescales, roles and resources whereby aims and objectives can be achieved.	
9	Ensure the contributions you propose are consistent with the available.	

Contribute to identifying potential for organisational development (cont)

	Performance Criteria	Evidence Number where this criteria has been met
10	Record all relevant information accurately, and store it according to organisational policy and practice, including requirements for confidentiality development.	

Present information and ideas to contribute to organisational development

11	Identify and pursue opportunities for progressing organisational development in a creative manner.	
12	Establish, maintain and develop channels of communication and effective working relationships with relevant parties.	
13	Make active contributions in a manner and by means which fit the requirements of the situation.	
14	Provide information that is clear, accurate, relevant to the case, and make it accessible to all appropriate parties, taking account of requirements for confidentiality.	
15	Project the positive aspects, strengths and advantages of changes and/or developments proposed.	
16	Ensure your contributions and information are free from discriminatory language and content.	
17	Monitor and review your contribution to achieving objectives, and make plans for further work on the basis of all current information and the availability of resources.	
18	Identify, acknowledge and address constructively conflicting interests, constraints and obstacles to progress.	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 10 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number 'box after each point.

Legislation and organisational policy and procedures

	Knowledge and Understanding *You need to know and understand:*	Evidence Number where this knowledge point has been met
1	The effect of statutory requirements, and changes in statutory requirements, upon your organisation and other key organisations in relation to planning development.	
2	Your own organisation's relevant policies, practice guidelines, procedures, role boundaries and resources.	
3	Your own organisation's structure and functions.	
4	Other organisations' structures and functions and how they relate to your organisation.	
5	Other key organisations' relevant services and resources, and how to access them.	

Theory and practice

6	Basic self-monitoring and evaluation methods.	
7	A range of methods and means for the presentation of information and ideas.	
8	A range of strategies for negotiation.	
9	Basic research methods relevant to planning development.	
10	How to find out about further sources of relevant information, assistance, advice, support and resources.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	