

*Edexcel BTEC Level 2 and 3 Awards in Employment Awareness in Active Leisure and Learning (QCF)*

ERR for Workbook for:

Level 3: Diploma in Playwork (NVQ) (QCF)

Unit 5: Understanding the Employing Organisation

 ***Learning Outcome 1: Understand the structure of their organisation***

Task One: A/C 1.1

***Describe*** the main functions in their organisation

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| Function | Describe how this support children and parents |
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A/C 1.2

***Describe*** how the main functions in their organisation are staffed and organised

A/C 1.3

***Describe*** the communication channels in their organisation (how is information passed to staff, parent’s children and support agencies)

A/C 1.4

***Describe*** the lines of control and accountability in their organisation (look at each person’s role and who they report to within the setting or company. Refer to your organisational chart)

***Learning Outcome 2: Understand the key aims and objectives of their organisation***

A/C 2.1

***Explain*** the importance of an organisation having a business plan

A/C 2.2

***Describe*** their organisation’s key aims and objectives (for example, mission, core aims and values)

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| Settings Aims and Objectives | Description of how these benefit children and parent’s  |
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A/C 2.3

***Describe*** how their organisation measures the achievement of key aims and objectives

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| Settings Aims and Objectives | The measures in place to ensure these succeed  |
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A/C 2.4

***Identify*** their organisation’s key performance indicators

(KPI’s - look at what is in place to make your setting stand out and be successful)

1.
2.

1.
2.

1.

1.

***Learning Outcome 3***

***Understand their own contribution to the organisation’s aims and objectives***

A/C 3.1

***Evaluate*** the importance of an organisation managing the performance of its staff

(Look at and think about staff development, what has been learnt, how is it used and how is it measured

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| List areas where staff receive training and development | How is this used by staff in the setting? | How do the Management team evaluate the effectiveness of this?Why is this important |
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Pt 2 ***Explain*** the importance of regular appraisals of staff and their abilities

A/C 3.2

***Describe*** how the objectives of their job role

A/C 3.3

***Explain*** how the objectives of their job role contribute to the organisation’s key aims and objectives

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| List the objectives of your job role | How do these contribute to the key aims and objectives of your setting? |
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A/C 3.4

***Explain*** how their own performance is evaluated and developed

(Look back at the appraisal system. What have you achieved, what new targets (KPI’s) have been set and why have they been set

A/C 3.4

***Analyse*** the contribution they can make to the evaluation and development of their performance

***Learning Outcome 4***

***Understand the opportunities for entry, professional development and progression within their organisation***

A/C 4.1

***Explain*** the importance of continuing professional development

A/C 4.2

***Evaluate*** the organisation’s processes for recruitment

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| Describe the Process for recruitment |
| What is positive about this? |
| What is negative about this? |

A/C 4.3

***Evaluate*** the organisation’s processes for induction

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| Describe the process for induction |
| What is positive about this? |
| What is negative about this? |

A/C 4.4

***Evaluate*** the organisation’s processes for training and development

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| Describe the process for training and development |
| What is positive about this? |
| What is negative about this? |

A/C 4.5

***Evaluate*** the opportunities and requirements for career progression for staff within their organisation

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| Describe the opportunities for career development for staff |
| What do you need to achieve to gain promotion |
| What is positive about this? |
| What is negative about this? |
| What would you change to improve these opportunities? |