

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Understanding Structures in the Workplace.
QAC Code:	R/600/3739
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the importance of organisational objectives and values.	1.1 Describe the purpose of Mission Statements and company values.
	1.2 Describe how an organisation's main objectives can determine its structure.
2. Understand the need for effective communication routes within an organisation.	2.1 Describe how information can be gathered and passed on within an organisation.
	2.2 Explain the need for effective communication within a team.
	2.3 Describe the potential outcomes of poor communication within and across teams in an organisation.
3. Recognise the way in which decisions are made in relation to organisational structure.	3.1 Describe different decision making processes and how they are influenced by organisational structure.
	3.2 Describe at least two methods of decision making in the workplace. For example, consensus, hierarchy.