

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Business Culture and Responsibilities
Unit Reference Number:	D/507/5257
Level:	Level 2
Credit Value:	8
Minimum GLH:	60

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to support sustainability within a business environment	1.1 Define what 'sustainability' means in a business context
	1.2 Outline why businesses seek to work in a sustainable way
	1.3 Follow agreed procedures for: a) Recycling b) Disposing of waste c) Maintaining equipment
	1.4 Suggest ways of using technology to work in a more sustainable way
2. Understand diversity within a business environment	2.1 Define what 'diversity' means in a business context
	2.2 Outline why it is important to respect others

	2.3	Describe how they can treat other people in a way that respects their: a) Needs b) Abilities c) Background d) Values e) Customs f) Beliefs
	2.4	Identify legal and organisational guidelines that govern diversity within the workplace
	3.	Be able to maintain security and confidentiality in a business environment
	3.1	Outline why security and confidentiality are important in a business environment
	3.2	Ensure that property is kept secure in line with organisational procedures and legal requirements
	3.3	Ensure that information is kept secure and confidential in line with organisational procedures and legal requirement
	3.4	Outline the possible consequences of failing to maintain security and confidentiality in line with requirements