

<b>Unit Title:</b>	Develop, maintain and review personal networks
OCR unit number:	35
Sector unit number:	A3
Credit value:	4
Level:	Level 4
Guided learning hours:	25
Unit reference number:	R/600/9587

## Unit aim and purpose

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By completing this unit the learner will develop an understanding of the mutual benefits of networking and develop the skills needed to create, review, develop and maintain personal networks.

Learning Outcomes	Assessment Criteria
<p><b>The Learner will:</b></p> <p>1 Understand the benefits of networking and the need for data privacy.</p>	<p><b>The Learner can:</b></p> <p>1.1 Evaluate the benefits of networking with individuals and organisations.</p> <p>1.2 Identify individuals and organisations that would provide benefits to own organisation and networks.</p> <p>1.3 Explain the need for confidentiality with networking contacts.</p>
<p>2 Be able to develop a personal network of contacts.</p>	<p>2.1 Develop networks that will provide personal and organisational benefit.</p> <p>2.2 Develop guidelines for working with networks in line with organisational procedures.</p>
<p>3 Be able to review networking relationships.</p>	<p>3.1 Assess the value own current personal network.</p> <p>3.2 Evaluate own experience with existing contacts and use these to inform future actions.</p>

## Assessment

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This unit is internally assessed by the centre and externally moderated by OCR.

## Evidence requirements

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Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).