Unit Title:	**Contribute to meetings in a business environment**
OCR unit number:	7
Level:	2
Credit value:	3
Guided learning hours:	7
Unit reference number:	Y/506/2958

Unit aim and purpose

This unit aims to develop the knowledge and skills required to make contributions to meetings. Upon completion of this unit, learners will be able to prepare for and participate in meetings and will also be able to carry out post-meeting activities.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Be able to prepare for meetings	**The Learner can:** 1.1 Explain the structure and purpose of **different types of meetings** in a business environment 1.2 Explain the importance of having a meeting agenda which addresses objectives 1.3 Obtain current versions of **documents** required for the meeting 1.4 Gather information from relevant people in preparation for meetings 1.5 Confirm the objectives to be achieved during the meeting	**Different types of meeting** may include: • Team meetings • Quality meetings • Project review meetings • Planning meetings • Appraisal meetings • Grievance meetings **Documents** may include: • Previous meeting notes • Presentations • Handouts • Agenda • Terms of references Plus any additional documentation used to support the meeting (such as financial reports , project plans, cost analysis or contracts)
2 Be able to participate in meetings	2.1 Present views and information, providing evidence to support **the case**	**The case** may include: • Proposals for change • Implementation of plans • Results of research activity • New purchases • New staff positions

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.2 Represent the views of those consulted 2.3 Take **others'** viewpoints into account in decision-making 2.4 Identify issues that may have an impact on their area of responsibility 2.5 Make constructive contributions in line with business objectives 2.6 Summarise future actions and accountabilities	• Budgets or spending **Others** may include: • Colleagues • External stakeholders • Non attendees who have asked for points to be addressed • Senior managers/directors • Customers internally and externally
3 Be able to carry out post-meeting activities	3.1 Carry out agreed actions post-meeting within the agreed timescale 3.2 Identify **areas for improvements** by reflecting on personal contributions to meetings	**Areas for improvement** relate to the learner's personal performance and development.

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LDD7	• Represent your area of responsibility in meetings

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Additional information

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 .