Unit Title:	**Develop and maintain professional networks**
OCR unit number:	18
Level:	4
Credit value:	3
Guided learning hours:	15
Unit reference number:	J/506/1949

Unit aim and purpose

This unit aims to develop the knowledge and skills required to develop and maintain professional networks and introduces learners to key principles underpinning effective networking. Upon completion of this unit, learners will be able to identify, develop, and maintain professional networks.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the principles of effective networking	**The Learner can:** 1.1 Describe the interpersonal skills needed for effective networking 1.2 Explain the basis on which to choose **networks** to be developed 1.3 Evaluate the role of shared agendas and conflict management in relationship-building 1.4 Evaluate the role of the internet in business networking 1.5 Assess the importance of following up leads and actions 1.6 Analyse **ethical issues** relating to networking activities	**Networks** may include: • Online networking (social media) • Face-to-face networking • Professional network services • Formal networking (weekly/monthly meetings and referrals) **Ethical issues** may relate to: • Conflicts of interest • Social responsibility • Morality • Compliance • Governance Issues • Diversity
2 Be able to identify professional networks for development	2.1 Identify potential networks for professional development from an analysis of their benefits compared with individual needs and aspirations 2.2 Shortlist networks for development against defined criteria	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.3 Assess the benefits and limitations of joining and maintaining selected network(s)	
3 Be able to maintain professional networks	3.1 Identify the potential for mutual benefit with network members 3.2 Promote their own skills, knowledge and competence to network members 3.3 Provide information, services or support to network members where the potential for mutual benefit has been identified 3.4 Establish the **boundaries of confidentiality** 3.5 Agree guidelines for the exchange of information and resources 3.6 Take action to ensure that participation in **networks** reflects current and defined future aspirations and needs 3.7 Make introductions to people with common or complementary interest to and within networks	**The boundaries of confidentiality** will vary but must adhere to -all legislation and regulatory requirements relevant to the organisation

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&LAA3	Develop and maintain your professional networks

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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 .