Unit Title:	**Principles of working in a business environment**
OCR unit number:	4
Level:	1
Credit value:	4
Guided learning hours:	25
Unit reference number:	R/506/1792

Unit aim and purpose

This unit aims to develop knowledge and understanding regarding the principles that underpin working in a business environment. Upon completion of this unit, learners will know the purpose and structure of business organisations, how to contribute to the environmental sustainability of an organisation and how to support equality and diversity within an organisation. Learners will also understand the requirements of confidentiality and security in an organisation.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Know the purpose and structure of business organisations	**The Learner can:** 1.1 State the purposes of different types of business **organisations** 1.2 Explain why it is important for a business to be financially secure 1.3 State the purposes of an organisational chart 1.4 Describe the role of the main **functional areas** of business organisations	**Organisations** may include: • Sole trader • Partnerships • Private Limited Company • Public Limited Company • Co-operatives • Third sector organisations **Functional areas** may include: • Customer Service • Marketing/Sales • Research and Development • Admin/IT support • Production/operations • Finance • Human resources
2 Know how to contribute to environmental sustainability within an organisation	2.1 State what is meant by “environmental sustainability” 2.2 Explain why it is important to keep waste to a minimum 2.3 Describe practices that may be used to minimise waste in a business environment	

© OCR 2014

Learning Outcomes	Assessment Criteria	Additional Guidance
	2.4 State the **standard procedures** to be followed when recycling and disposing of waste	**Standard procedures** led by policy and procedures in the place of work/organisation and/or by current legal requirements in recycling and disposing of waste
3 Know how to support equality and diversity within an organisation	3.1 State the meaning of the terms "equality" and "diversity" 3.2 State why it is important to support equality and diversity in the work environment 3.3 Describe **ways of behaving** that show sensitivity and respect for other people 3.4 State the legal requirements relating to equality and diversity	**Ways of behaving may include:** • respecting diversity • valuing people as individuals • not discriminating against people
4 Know the requirements of confidentiality and security in an organisation	4.1 State the importance of maintaining organisational standards of confidentiality 4.2 Outline how confidentiality requirements affect the workplace 4.3 State the importance of maintaining organisational standards of security 4.4 Outline how security requirements affect the workplace	

Assessment

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

Guidance on assessment

N/A

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.

© OCR 2014

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAF171 CFABAF172	• Support work procedures in a business environment • Undertake work in a business environment

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 .