

Title	Manage organisational change for achieving excellence in food operations				
Ofqual unit ref L/602/5075					
Level	3	Credit value	4	GLH	21
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
1 Prepare for managing organisational change			1.1 Identify how plan for change fit with the overall achieving excellence strategy		
2 Manage organisational change  3 Communicate plans for organisational change			1.2 Identify the specific achieving excellence plans for change		
			1.3 Confirm the key objectives and scope of the plans for change with relevant colleagues and any stakeholders		
			1.4 Identify available resources		
			1.5 Make any final changes to plans where necessary and confirm with relevant people.		
			2.1 Apply processes and resources to manage potential risks arising from the change and deal with contingencies		
			2.2 Implement the change plan		
			2.3 Select and apply a range of management tools and techniques to monitor, control and review progress		
			2.4 Identify any required changes to the plan and obtain agreement from relevant people where necessary		
			2.5 Achieve plan for change objectives using the agreed level of resources		
			2.6 Confirm completion of the plan for change with relevant people and stakeholders.		
			3.1 Brief any change team members on the plans for change, detailing their roles and responsibilities		
			3.2 Provide ongoing support, encouragement and information to any change team members		

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3 Communicate plans for organisational change		3.3 Communicate progress to relevant people, stakeholders and members of any change team on a regular basis		
		3.4 Seek feedback on the value of own contribution to change management		
		3.5 Provide feedback on the value of own contribution to the relevant person.		
4 Monitor plans for organisational change		4.1 Evaluate the success of the change programme		
		4.2 Identify what lessons can be learned, recognising contributions of any team members and other colleagues		
		4.3 Review the impact of change.		
Unit purpose and aim(s)		This unit is designed to assess the skills of learners in the workplace, managing organisational change for achieving excellence in food operations. It needs to be assessed on the job. The learner must be able to demonstrate their competent performance consistently over a period of time, to meet all of the assessment criteria. This will be achieved by presenting relevant evidence of workplace performance, and may be supported by witness testimony and other workplace evidence. Observations must ensure that the learner's working practice is at commercial speed and in compliance with standard operating procedures. The Improve Assessment Strategy for Proficiency Qualifications in Food and Drink sets out the overarching assessment requirements.		