

# Corporate Decision Making

QCF Units of Assessment

Final NVQ Units

April 2010

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<b>Title</b>	Support corporate decision-making
<b>Skills CFA Unit No.</b>	Q601
<b>WBA Unit No.</b>	T/601/2742
<b>Level</b>	6
<b>Credit Value</b>	6
<b>GLH</b>	30
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
The learner will	The learner can
1. Understand the scope and purpose of governance systems and procedures	1.1 Explain the scope and purpose of governance systems and procedures for an organisation
2. Understand the roles and responsibilities of all parties concerned with corporate governance	2.1 Explain the roles and responsibilities of people providing corporate governance in an organisation
3. Know how to present and communicate information relating to corporate governance	3.1 Describe methods of presenting information to promote debate and inform discussion in an organisation 3.2 Describe procedures for the conduct of governance meetings and events for an organisation 3.3 Explain the purpose of procedures for the conduct of governance meetings and events for an organisation 3.4 Describe methods of recording and communicating corporate information and decisions 3.5 Describe methods of disseminating corporate information and decisions for an organisation
4. Know the source and purpose of legal and regulatory requirements in corporate governance	4.1 Describe sources of information and networks relating to legal and regulatory requirements for corporate governance for an organisation 4.2 Describe the purpose of legal and regulatory requirements for corporate governance, including own responsibilities 4.3 Identify the consequences of non-compliance with legal and

	<p>regulatory requirements relating to corporate governance</p> <p>4.4 Describe the purpose of legal requirements when handling confidential information</p>
<p>5. Know the source and purpose of ethical and social responsibilities in corporate governance</p>	<p>5.1 Explain sources of information and networks relating to current ethical and social responsibilities for an organisation</p> <p>5.2 Explain the purpose of meeting ethical and social responsibilities as part of corporate governance, including own responsibilities</p> <p>5.3 Explain the consequences of non-compliance with legal and regulatory requirements for ethical and social responsibilities</p>
<p>6. Be able to support effective corporate governance</p>	<p>6.1 Identify the corporate governance responsibilities of an organisation</p> <p>6.2 Make sure corporate governance responsibilities are understood by relevant people in the organisation</p> <p>6.3 Provide information and advice to support effective decision-making</p> <p>6.4 Support the recording and communication of decisions made by a corporate governance body</p> <p>6.5 Make sure an organisation's corporate governance and decisions conform to legal, regulatory, organisational, environmental and ethical requirements</p>
<p>7. Be able to provide information to corporate decision-makers on ethical and social responsibilities</p>	<p>7.1 Identify the ethical and social responsibilities of an organisation</p> <p>7.2 Communicate relevant ethical and social standards to corporate decision makers</p> <p>7.3 Provide information to make sure an organisation's policies, procedures and decisions reflect</p>

	ethical and social responsibilities
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<b>Additional Information about the unit</b>	
Unit purpose and aim(s)	This unit is about supporting the way organisations are directed and controlled by following the procedures that are in place in order to support effective decision-making, at the level of formal governance meetings.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit available from	1 August 2010
Unit guided learning hours	30

<b>Title</b>	Inform and facilitate corporate decision-making	
<b>Skills CFA Unit No.</b>	Q701	
<b>WBA Unit No.</b>	F/601/2744	
<b>Level</b>	7	
<b>Credit Value</b>	6	
<b>GLH</b>	30	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
The learner will	The learner can	
1. Understand the scope, purpose and benefits of governance systems and procedures	1.1 Explain the scope and purpose of governance systems and procedures for an organisation 1.2 Analyse the benefits of governance systems and procedures for an organisation	
2. Understand the roles and responsibilities of all parties concerned with corporate governance	2.1 Explain the roles, responsibilities and significance of people providing corporate governance in an organisation 2.2 Analyse the responsibilities of an organisation for its stakeholders as part of corporate governance	
3. Understand how to present and communicate information relating to corporate governance	3.1 Evaluate methods of presenting information to promote debate and inform discussion 3.2 Evaluate differing procedures for the conduct of governance meetings and events for an organisation 3.3 Evaluate methods of recording and communicating corporate information and decisions 3.4 Evaluate differing methods of disseminating corporate information and decisions for an organisation	
4. Understand the purpose and effects of legal and regulatory requirements in corporate governance	4.1 Evaluate sources of information and networks relating to legal and regulatory requirements for corporate governance for an organisation 4.2 Explain the purpose and effects of meeting legal and regulatory requirements for corporate	

	<p>governance, including own responsibilities, for an organisation</p> <p>4.3 Explain the consequences of non-compliance with legal and regulatory requirements relating to corporate governance for an organisation</p> <p>4.4 Explain the purpose and effects of legal requirements when handling confidential information for an organisation</p>
<p>5. Understand the purpose and effects of ethical and social responsibilities in corporate governance</p>	<p>5.1 Evaluate sources of information and networks relating to current ethical and social responsibilities for an organisation</p> <p>5.2 Describe the purpose and effects of meeting ethical and social responsibilities as part of corporate governance, including own responsibilities</p> <p>5.3 Explain the consequences of non-compliance with legal and regulatory requirements for ethical and social responsibilities for an organisation</p>
<p>6. Be able to promote and facilitate effective corporate governance</p>	<p>6.1 Confirm the corporate governance responsibilities of an organisation</p> <p>6.2 Make sure corporate governance responsibilities are understood and followed by relevant people in an organisation</p> <p>6.3 Provide information and advice to enable effective decision-making</p> <p>6.4 Make sure decisions made by a corporate governance body are recorded and communicated</p> <p>6.5 Make sure an organisation's corporate governance and decisions conform to legal, regulatory, organisational, environmental and ethical requirements</p>
<p>7. Be able to advise corporate</p>	<p>7.1 Confirm the ethical and social</p>

<p>decision-makers on ethical and social responsibilities</p>	<p>responsibilities of an organisation</p> <p>7.2 Evaluate the implications of ethical and social responsibilities on an organisation</p> <p>7.3 Provide information and advice on relevant ethical and social standards to enable effective decision-making</p> <p>7.4 Make sure an organisation's policies, procedures and decisions conform with ethical and social responsibilities</p>
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<b>Additional Information about the unit</b>	
<p>Unit purpose and aim(s)</p>	<p>This unit is about participating in the way organisations are directed and controlled by following the procedures that are in place in order to inform and enable effective decision-making, at the level of formal governance meetings.</p>
<p>Unit expiry date</p>	<p>31 December 2013</p>
<p>Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)</p>	<p>Skills CFA</p>
<p>Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)</p>	<p>Assessment Strategy</p>
<p>Support for the unit from an SSC or other appropriate body (if required)</p>	<p>Skills CFA</p>
<p>Location of the unit within the subject/sector classification system</p>	<p>15. Business, Administration and Law</p> <p>15.2 Administration</p>
<p>Name of the organisation submitting the unit</p>	<p>Skills CFA</p>



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