

Assessment: 5AMOC Contributing to the Management of Change

Name:

Learning Outcomes:

1. Be able to plan for the implementation of change processes within an organisation
2. Be able to implement a change plan
3. Be able to assess the impact of change processes within an organisation

Evidence to be produced:

- Learners should provide a portfolio (electronic) of evidence, with some basic referencing to show how evidence meets the criteria.
- Evidence should primarily be from work activities undertaken by the learner (i.e. work products) although this may be supplemented by other types of evidence, such as: observation, witness testimony, explanatory personal report, professional discussion (with an assessor), question and answer.
- Evidence provided for assessment should reflect, or clearly equate to, that stated in the evidence requirements (ER) sections below.

Evidence to be produced	Assessment Criteria	Pass/Refer	Feedback
• Examples of communications • Change plan devised by learner • Confirmation from an appropriate person (usually the learner's manager) that facts were clearly established and plan was effectively communicated.	1.1 Establish the need, objectives and potential benefits in relation to a specific change requirement. 1.2 Analyse who will be affected by the changes and their potential information and support needs. 1.3 Identify the resources required for the change process and how these will be made available.		

	1.4 Devise a plan, including objectives, actions and timescales for implementing the required change. 1.5 Communicate the change plan, and gain agreement for its implementation, from decision makers.		
• Examples of communications and support provided to others. • Feedback from others (and/or observation) re support provided and relationship skills • Records of change activities, showing on-going monitoring and adaptation as required. • Confirmation from an appropriate person (usually the learner's manager) that the learner's contribution was effective and met requirements.	2.1 Follow the agreed plan to implement change processes. 2.2 Provide information and support to stakeholders in line with their identified requirements. 2.3 Apply techniques for maintaining positive working relationships throughout the change processes. 2.4 Monitor the effectiveness of the implementation, agreeing and making justified adaptations where required. 2.5 Maintain records of the change process in line with organisational requirements.		
• Written evaluation of the change processes, including	3.1 Measure the effectiveness of the change process in meeting		

data and main findings. • Feedback (and/or observation) regarding effective communication of findings. • Reflective evaluation of own contribution to the change initiative.	the required objectives. 3.2 Identify further work required to embed changes and/or further developments required. 3.3 Communicate the key outcomes and the impact of change to stakeholders. 3.4 Evaluate the effectiveness of own performance in contributing to the management of change.		
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Summary comments

Assessor Signature _____ Date: