Administration (Business Professional)

Unit Title: **Chair business meetings**

OCR unit number:	27
Level:	4
Credit value:	3
Guided learning hours:	27
Unit reference number:	K/505/7067

Unit purpose and aim

The aim of this unit is to enable learners to effectively chair a meeting. Additionally, they will produce a self assessment evaluating their performance as chairperson of the meeting.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
The Learner will: 1 Be able to act as Chair for business meetings	**The Learner can:** 1.1 Extrapolate agenda items for a business meeting 1.2 Chair a meeting promoting delegate participation to ensure that key issues are considered 1.3 Manage timing of the meeting to ensure that all agenda items are discussed 1.4 Deal with disagreements and conflict during the meeting 1.5 Summarise discussions and decisions and close the meeting 1.6 Check draft minutes of the meeting 1.7 Agree draft minutes with minute secretary	• Role of chairperson in running a successful meeting • How to open discussion points • How to organise and present information to promote debate and decisions • Time management of the meeting • How to summarise and clarify discussions and decisions • How to deal with disagreements and conflict • How to discourage unhelpful digressions • How to ensure that key issues, decisions and actions are recorded

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
2 Be able to evaluate their own performance as Chair of a meeting	2.1 Evaluate their performance as Chair of the meeting, using: • self-assessment (e.g. SWOT/SLOT) • feedback from peers • feedback from supervisor • comparison of peer and self-assessment 2.2 Explain how own performance can be improved in future meetings	• Principles of self assessment • Identification of improvements in procedures • Identification of good/poor aspects of performance • Making recommendations for future meetings • Requesting and incorporating feedback

Assessment

This unit is assessed by the centre and sent to OCR for moderation.

Guidance on assessment and evidence requirements

This unit is assessed using a model assignment. OCR has produced a model assignment for each unit which centres may use for the purpose of assessment. The model assignment contains a scenario or real-life situation and related tasks which are based on the assessment criteria of the unit.

Centres may either use the model assignment as an entire, holistic assessment for an individual unit, adapt it to suit individual candidates' needs or devise their own assignment. If they choose to adapt the assignment or devise their own assignment they must ensure that the modified assignment will provide candidates with sufficient opportunity to demonstrate achievement of all the assessment criteria in the unit.

Please refer to the model assignment for this unit which can be found on the OCR website www.ocr.org.uk .

Functional skills signposting

The functional skills mapping for this unit is detailed in the centre handbook which can be found on the OCR website www.ocr.org.uk .

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 .