

Unit Title: Buddy a colleague to develop their skills	
Level:	Two
Credit Value:	3
GLH:	19
OCNLR Unit Code:	AF5/2/LQ/001
Ofqual Unit Reference Number:	M/506/1895

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand how to buddy a colleague.	1.1. Describe what is expected of a buddy. 1.2. Explain techniques to give positive feedback and constructive criticism. 1.3. Explain techniques to establish rapport with a buddy.
2. Be able to plan to buddy a colleague.	2.1. Agree which aspects of a colleague's work may benefit from buddying. 2.2. Confirm organisational requirements for standards of behaviour, presentation, communication and performance of a buddy colleague. 2.3. Agree a schedule of meetings that minimise disruption to business. 2.4. Agree specific, measurable, achievable, realistic and time-bound (SMART) buddying objectives.
3. Be able to support a buddy colleague carrying out work activities.	3.1. Remain unobtrusive while a buddy colleague carries out their work activities. 3.2. Provide examples of how to carry out tasks correctly. 3.3. Identify instances of good practice and areas for improvement through observation. 3.4. Praise a buddy colleague on well completed tasks. 3.5. Give constructive feedback on ways in which a buddy could improve performance. 3.6. Offer a buddy hints and tips based on personal experience.

4. Be able to carry out post-event actions.

4.1. Ensure the venue is restored to the required conditions in accordance with the terms of the contract.

4.2. Carry out follow-up actions in accordance with the event plan and agreements made at the event.

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	O
Essay		Practical demonstration	O
Report	O	Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary	O	Practice file	