CFABAH111
Support the monitoring and evaluation of trends and events that affect organisations

Overview

This standard is about supporting the monitoring and evaluation of changes in the internal and external environment in which the organisation operates. It includes analysing, evaluating and prioritising trends and events and advising decision- makers on their relevance and implications, taking account of legal and regulatory requirements and ethical responsibilities. It is for administrators who support the monitoring and evaluation of trends and events as part of their role.

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Performance criteria

You must be able to:

P1 use systems in place to identify and record internal and external factors

P2 identify and prioritise internal and external factors for their relevance to the organisation

P3 analyse and evaluate trends and events for their implications for the organisation

P4 identify current and emerging legal and regulatory requirements which are relevant to the organisation

P5 when necessary, obtain specialist advice on interpretations of relevant legal and regulatory requirements, within limit of own authority, when required

P6 communicate information to relevant people in good time to inform decision-making

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Knowledge and understanding

You need to know and understand:

K1 the nature of internal trends and events
K2 the organisation's mission and objectives
K3 organisational strategies and policies
K4 the types of monitoring systems
K5 ways of analysing internal trends and events
K6 the nature and types of external influences which impact on the organisation
K7 the methods of analysing and evaluating external influences which impact on the organisation
K8 the legal and regulatory requirements and ethical responsibilities relating to external influences which may affect organisational interests
K9 the consequences of non-compliance with legal and regulatory requirements relating to external influences which may affect organisational interests
K10 the methods of communicating and presenting information

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Additional Information

Skills

1. analysing
2. evaluating
3. negotiating
4. prioritising
5. problem solving
6. reporting
7. researching
8. writing

Links to other NOS   Business Resources; Manage Information and Data

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