

# ENABLE THE CLIENT TO ANALYSE THE BUSINESS AND IMPLEMENT CHANGE

<b>Unit Level</b>	5
<b>Unit Number</b>	5025
<b>Ofqual Reference</b>	L/503/7121
<b>Credit Value</b>	8
<b>Total Unit Time</b>	80
<b>Guided Learning Hours</b>	45

LEARNING OUTCOMES		ASSESSMENT CRITERIA	GOOD PRACTICE
<b>1</b>	Be able to help the client critically analyse their business	<b>1.1</b>	Evaluate a range of analytical tools available to assess the performance of a business
		<b>1.2</b>	Describe the process of supporting clients during the analysis phase
		<b>1.3</b>	Explain how to encourage clients to identify areas of the business which require change
<b>2</b>	Understand the significance of planning to the success of a business	<b>2.1</b>	Evaluate the significance of the planning process to both a new and existing business
		<b>2.2</b>	Identify the component parts of a business plan
		<b>2.3</b>	Describe a range of tools and techniques used to construct a business plan
		<b>2.4</b>	Explain the techniques a client may use to gain the support of stakeholders for the business plan
		<b>2.5</b>	Identify how the business support adviser can facilitate the client through the business planning process

**3** Be able to support the client through the implementation of change

**3.1** Explain the techniques a client may use to prioritise areas of their business to be changed

**3.2** Describe the process a business support Adviser will go through to support clients in producing a plan for change

**3.3** Explain how a business support adviser would help the client support its staff through change

**3.4** Evaluate the tools and techniques a client may use to analyse the outcome of change

## ADDITIONAL INFORMATION ABOUT THIS UNIT

### Unit Aims

This is about enabling your clients to develop a clear picture of their business, to identify areas for change and improvement and how to implement change.