

Learning Assessment Guide

Unit Standard 25055 – Version 1

Explain and apply principles and practices for innovation in a State sector context

Level 5 – 5 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Identify and evaluate processes and methods to facilitate innovation within State sector organisations.
- Contribute to the development of a culture conducive to innovation.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- A Manager Verification Form
- An Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

- 1 Definition
Innovation is a process that covers the use of knowledge and information for creation and introduction of a product, service, system, or process that is new, useful, and of value to the organisation.
- 2 Performance of elements of this unit standard must comply with relevant current legislation and will require consideration of the State Sector Act 1988.
- 3 This unit standard must be assessed, in a State sector workplace environment.
- 4 Assessment against this unit standard will require evidence to be based on the specified area of responsibility for which the role holder is accountable.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to identify and evaluate processes and methods to facilitate innovation within State sector organisations.

Instructions

- Answer the supplied questions as fully as you can.
- This is a level 5 unit standard and as such requires you to demonstrate a broad knowledge base with substantial depth in some areas, and an ability to determine appropriate methods and procedures in response to a range of concrete problems with some theoretical elements.
- You may use more paper if you need to. To assist your assessor, please clearly mark additional sheets with the appropriate task and question numbers.
- Your assessor may wish to ask further questions to clarify your response or to have you expand on your answers to meet sufficiency requirements.

The evidence required for assessment task one will include:

- Answers to all questions.
- Assessor's notes where relevant.

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to contribute to the development of a culture conducive to innovation.

Instructions

- In this task you must contribute to the development of a culture conducive to innovation. You must provide your assessor with a report and/or other relevant documentation that demonstrates evidence of your contribution.
- The documentation you provide your assessor must include evidence of the following:
 1. Factors which contribute to developing a culture conducive to innovation are identified, agreed with, and communicated to individuals and team.
 2. Opportunities are taken to promote the benefits of innovation activities to stakeholders, and to create a positive climate of acceptance and support.
 3. Innovation is recognised in a manner that is consistent with organisational culture and policy, and is sensitive to the cultural and diversity requirements of individuals.
 4. Support is provided to innovation projects' participants, which enables them to function creatively in conditions of uncertainty and risk, including the freedom to fail.
 5. Advice, assistance and support are provided to confirm joint commitment, demonstrate trust, give encouragement, reinforce confidence, and to enable individuals and groups to work autonomously.
- When you have contributed to the development of a culture conducive to innovation please give your assessor your report and/or other relevant documentation that demonstrates evidence of your contribution.
- A Manager or Team Leader Verification Form is included at the end of this guide. The form must be signed to confirm the report represents your own work, and that your contributions to a culture conducive to innovation meet the requirements of your organisation, individuals and groups, and stakeholders.
- Your assessor may wish to discuss your work with you in order to gain sufficiency of evidence or clarification.

The evidence required for assessment task two will include:

- A report and/or other documentation on how you contributed to the development of a culture conducive to innovation.
- Manager or Team Leader Verification Form.
- Assessor's notes where required.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 25055

Element	Task	Evidence required	Judgement
Identify and evaluate processes and methods to facilitate innovation within State sector organisations	Task 1 / Element 1	Answers to supplied questions. Assessor notes where relevant.	Learner identifies and evaluates three factors that facilitate innovation in an organisation. Learner identifies two processes for stimulating innovation and describes the stages and requirements from idea generation through sponsorship to implementation. Learner identifies and examines an opportunity to facilitate innovation within the contextual requirement of a State sector organisation.
Contribute to the development of a culture conducive to innovation.	Task 2 / Element 2	A report and/or other documentation on the learner's contribution to the development of a culture conducive to innovation. Manager or Team Leader Verification Form. Assessor's notes where relevant.	Learner identifies, agrees with, and communicates to individuals and team factors which contribute to developing a culture conducive to innovation. Learner promotes the benefits of innovation activities to stakeholders, and creates a positive climate of acceptance and support. Learner recognises innovation in a manner that is consistent with organisational culture and policy, and is sensitive to the cultural and diversity requirements of individuals. Learner provides support to innovation projects' participants, enabling them to function creatively in conditions of uncertainty and risk, including the freedom to fail.

Element	Task	Evidence required	Judgement
			<p>Learner provides advice, assistance and support to confirm joint commitment, demonstrate trust, give encouragement, reinforce confidence, and to enable individuals and groups to work autonomously.</p>

Manager or Team Leader Verification Form

Name of Learner:		
Name of Verifier:		Phone:
Relationship to Learner:		

_____ is currently being assessed toward unit standard 25055 – *Explain and apply principles and practices for innovation in a State sector context.*

The learner has been asked to contribute to a culture conducive to innovation and report on their activities. Your confirmation is sought to confirm that the report represents the learner's own work, and that the learner's contribution to a culture conducive to innovation meets the requirements of your organisations, individuals and groups, and stakeholders.

Comments

The assessor may contact you to discuss the learner's performance.

Signed: _____

Date: _____

Thank you for your assistance.