

## ASTBUS406

Monitor and review the implementation of corporate objectives, strategies and policies



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### Overview

This unit has been imported from the Council for Administration (CfA) NOS for Administration Unit 406.

Analyse and interpret data using appropriate indicators and measures to provide an overall understanding of corporate performance. Presentation and communication of monitoring information will facilitate decision-making at a senior level across disciplines.

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### Performance criteria

#### Develop and establish systems for monitoring the implementation of corporate objectives, strategies and policies

*You must be able to:*

- P1 agree formal and informal monitoring systems and procedures with relevant people
- P2 identify and prioritise key performance factors
- P3 define and agree qualitative and quantitative corporate performance indicators and measures with relevant people
- P4 identify and evaluate the effects of monitoring systems and procedures on organisational structures and systems negotiate and agree the implementation of monitoring systems and procedures with relevant people
- P5 help users to implement monitoring systems and procedures
- P6 evaluate the effectiveness of monitoring systems and procedures regularly and identify and implement improvements

#### Analyse and evaluate corporate performance

*You must be able to:*

- P7 confirm you have sufficient, valid and relevant performance information
- P8 analyse performance information against agreed criteria
- P9 produce results from which you can make accurate interpretations
- P10 obtain measures of corporate performance
- P11 facilitate corporate decision-making through presenting and communicating your findings

#### Identify and implement improvements in corporate performance

*You must be able to:*

- P12 identify opportunities for improving corporate performance
- P13 develop options for improving corporate performance and identify the resource and organisational implications
- P14 present options to relevant people in a way that leads to positive change
- P15 make sure changes are carried out within agreed timescales and resources
- P16 monitor and evaluate the impact and effectiveness of changes to inform future decision-making

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### Knowledge and understanding

*You need to know and understand:*

- K1 the sources of information on how other organisations set up systems for monitoring implementation of corporate objectives, strategies and policies
- K2 your corporate objectives, strategies and policies
- K3 the types of monitoring systems and performance indicators
- K4 the methods of implementing monitoring systems and procedures
- K5 how to evaluate the impact and effectiveness of monitoring systems and procedures
- K6 the performance measures appropriate to the organisation
- K7 how to develop monitoring systems and procedures
- K8 the methods of communication with key decision-makers
- K9 the roles of other parties involved in corporate decision-making
- K10 the legal and regulatory requirements relating to the monitoring of corporate objectives, strategies and policies
- K11 the ethical responsibilities relating to the monitoring of corporate objectives, strategies and policies
- K12 the consequences of non-compliance with legal and regulatory requirements relating to the monitoring of corporate objectives, strategies and policies.
- K13 the ways of specifying and collecting performance/information
- K14 how to analyse the validity of performance/information
- K15 the methods of establishing criteria for the analysis of performance/information
- K16 the methods of analysing and evaluating performance/information
- K17 the ways for presenting information to promote debate and inform decisions
- K18 the evaluation of corporate performance in the context of legal and regulatory requirements and ethical responsibilities
- K19 the functional ways and means of improving corporate performance
- K20 the ways of quantifying resource implications
- K21 the ways of identifying the administrative implications and limitations of proposed objectives
- K22 the resource implication of changes
- K23 how to evaluate the impact and effectiveness of change
- K24 about improvement of corporate performance in the context of legal and regulatory requirements and ethical responsibilities

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## Additional Information

### Skills

Listed below are the main generic 'skills' which need to be applied in building your organisation's understanding of its market and customers. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

- 1 Researching
- 2 Analysing
- 3 Prioritising
- 4 Planning
- 5 Evaluating
- 6 Negotiating
- 7 Problem solving
- 8 Communicating
- 9 Reporting

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**Relevant occupations** Business, Administration and Law; Agriculture; Managers and Proprietors in Hospitality and Leisure Services; Urban, rural and regional planning; Administration; Law and legal services; Managers in Farming, Horticulture, Forestry and Fishing; Legal Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Administration and Secretarial Occupations; Government and Related Organisations; Business and Finance Associate Professionals

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**Suite** Local Land Charges and Property Information 2009

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**Key words** analyse, interpret, implementation, corporate objectives, data, indicators, measures, communication, monitoring, decision making