**Submission Cover Sheet**

**This cover sheet must preface every assessment submission, both for assessments being carried out by the centre or through the ILM Assessment service.** It is a regulatory requirement that every assessment submission is authenticated as the work of the named learner. Hence any submission not carrying this cover sheet will not be verified.

|  |  |
| --- | --- |
| Centre name |  Personal Summits Ltd |
| Centre number |  067968 |
| Learner name |  First / Last Name |
| Learner registration number |  ENR: XX1234 |
| Unit(s) covered in this submission | 8607-417 Managing and implementing change in the workplace |
| Date submitted | DD/MM/YYYY |
| **Statement of confirmation of authenticity****By the act of making this submission for assessment, the learner declares that this is the work of the learner named above.** The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the learner acknowledges that an assessment offence has been committed.Attention is drawn to the plagiarism and cheating policies of both the centre and of ILM. Plagiarism can result in a learner being withdrawn from a qualification. |
| **Permission for ILM to use this script**ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation. By submitting, both the centre and the learner agree that ILM may use this script on condition that identifying information is removed.However, if you are unwilling to allow ILM use this script, please refuse by ticking the box: **□** |

**Managing and Implementing Change in The Workplace**

**Section 1:** Understand the reasons for change in an organisation

AC 1.1

Explain reasons why organisations continually need to change (20 Marks)

AC 1.2

Conduct an environmental and organisational analysis, to identify possible areas for change in own organisation

 (24 Marks)

**Section 2:** Be able to manage and implement change in the workplace

AC 2.1

Identify an opportunity for change, arising from an environmental and organisational analysis (12 Marks)

AC 2.2

Assess the benefits and risks of implementing the identified opportunity for change (20 Marks)

AC 2.3

Develop a change implementation plan including details of how you will monitor and review the implementation of change (24 Marks)

**Appendix A**