Unit 410 Develop and maintain professional networks

UAN:	J/506/1949
Level:	4
Credit value:	3
GLH:	15
Relationship to NOS:	Management & Leadership (2012) National Occupational Standards: • CFAM&LAA3 Develop and maintain your professional networks
Assessment requirements specified by a sector or regulatory body:	This unit is endorsed by Skills CFA Assessment Strategy Competence units (S/NVQ)
Aim:	This unit aims to develop the knowledge and skills required to develop and maintain professional networks and introduces learners to key principles underpinning effective networking. Upon completion of this unit, learners will be able to identify, develop, and maintain professional networks.

Learning outcome
The learner will:
1. understand the principles of effective networking
Assessment criteria
The learner can:
1.1 describe the interpersonal skills needed for effective networking
1.2 explain the basis on which to choose networks to be developed
1.3 evaluate the role of shared agendas and conflict management in relationship-building
1.4 evaluate the role of the internet in business networking
1.5 assess the importance of following up leads and actions
1.6 analyse ethical issues relating to networking activities.

Learning outcome
The learner will:
2. be able to identify professional networks for development
Assessment criteria
The learner can:
2.1 identify potential networks for professional development from an analysis of their benefits compared with individual needs and aspirations
2.2 shortlist networks for development against defined criteria
2.3 assess the benefits and limitations of joining and maintaining selected network(s).

Learning outcome
The learner will:
3. be able to maintain professional networks
Assessment criteria
The learner can:
3.1 identify the potential for mutual benefit with network members
3.2 promote their own skills, knowledge and competence to network members
3.3 provide information, services or support to network members where the potential for mutual benefit has been identified
3.4 establish the boundaries of confidentiality
3.5 agree guidelines for the exchange of information and resources
3.6 take action to ensure that participation in networks reflects current and defined future aspirations and needs
3.7 make introductions to people with common or complementary interest to and within networks.