

SIAS Qualification Specification

SIAS Level 3 Award in Leading Innovation

Qualification Number: 610/6614/X

Operational Start Date: 24th October 2025

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Version History

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Centre Qualification Guide is in use.

Version	Date	Comments
1.0	23/10/2025	First published
1.1	19/11/2025	Regulated by CCEA Regulation

Introduction

Welcome to SIAS

SIAS is an Awarding Organisation regulated in England by the Office of Qualifications and Examinations Regulation (Ofqual) and in Northern Ireland by the Council for Curriculum, Examination and Assessment Regulation (CCEA Regulation).

We exist to drive positive change, and across STEM industries globally, we empower learners to achieve their full potential.

As the leading Awarding Organisation for the technical science, manufacturing, engineering and low carbon sectors, we are disrupting through innovative and collaborative approaches.

Our mission is to deliver transformational experiences and solutions that support the skills agenda.

Feedback

Customer experience and feedback is very important to us. We're always open to suggestions when it comes to enhancing and improving our services. If you have any comments or feedback on our services or products, please contact our team at info@siasuk.com or call us on 01925 515211.

About this Specification

This document has been developed to provide information for learners and centres undertaking, delivering or quality assuring this qualification.

Centre Recognition and Qualification Approval

To deliver this qualification, the centre must be recognised by SIAS.

Recognised centres must apply for approval for each qualification they intend to offer. Qualification approval must be obtained prior to conducting any learner assessments.

For details of our centre recognition and qualification approval process, visit our website or contact us at info@siasuk.com.

About this Qualification

Key Facts

Qualification Title	SIAS Level 3 Award in Leading Innovation
Qualification Number	610/6614/X
Guided Learning Hours (GLH)	16
Total Qualification Time (TQT)	30
Assessment Methods	Centre-Devised Assessment
Operational Start Date	24 th October 2025
Review Date	23 rd October 2028
Operational End Date	-
Certification End Date	-
Regulation	This qualification is regulated by Ofqual and CCEA Regulation.

Qualification Objective

This qualification aims to introduce the concept of leading an innovation strategy and supports learners (particularly business leaders and entrepreneurs) in identifying innovation opportunities and shaping simple, strategic responses. Learners will explore how to align innovation with business goals and values, understand the difference between effective and poor strategies, evaluate risk, and prepare for future funding or development pathways.

The programme lays the foundation for participation in sustainability (Net Zero) and digital transformation (AI) programmes, helping leaders identify and support colleagues to lead change.

Entry Requirements

This qualification is available for learners aged 18+.

It is suitable for learners who are in employment and in a team leader role or above. Learners should have access to a workplace or realistic simulated environment in order to complete the qualification.

No specific prior qualifications are required. However, learners should have basic literacy skills to Level 2 Functional Skills or equivalent.

Centres should also ensure learners are able to complete this qualification, for example, through completing an initial assessment to ensure they can work at the appropriate level.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the process of recognising previous, informal or experiential learning so that the learner avoids having to repeat learning or assessment within a new qualification. SIAS supports the use of RPL and centres must work to the principles included in the SIAS RPL Policy which is available on the SIAS website. This policy should be reviewed alongside this guide and all other relevant SIAS qualification documentation.

Qualification Structure

To achieve the SIAS Level 3 Award in Leading Innovation learners must achieve all mandatory units contained in the table below:

Unit Reference	Unit title	Level	GLH	TQT
H/651/8262	Principles of Innovation in Business	3	4	8
J/651/8263	Developing an Innovation Strategy	3	12	22
TOTAL			16	30

Total Qualification Time (TQT) and Guided Learning Hours (GLH)

Note: Values for Total Qualification Time, including Guided Learning Hours, are calculated by considering the different activities that learners would typically complete to achieve and demonstrate the learning outcomes of a qualification. They do not include activities which are required by a learner's teacher based on the requirements of an individual learner and/or cohort. Individual learners' requirements and individual teaching styles mean there will be variation in the actual time taken to complete a qualification. Values for Total Qualification Time, including Guided Learning, are estimates.

Some examples of activities which can contribute to Total Qualification Time include:

- independent and unsupervised research/learning
- unsupervised compilation of a portfolio of work experience
- unsupervised e-learning
- unsupervised e-assessment
- unsupervised coursework
- watching a pre-recorded podcast or webinar
- unsupervised work-based learning
- all guided learning.

Some examples of activities which can contribute to Guided Learning include:

- classroom-based learning supervised by a teacher
- work-based learning supervised by a teacher
- live webinar or telephone tutorial with a teacher in real time
- e-learning supervised by a teacher in real time
- all forms of assessment which take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.

Grading

This qualification is assessed as pass/fail.

Delivery and Assessment

Geographical Coverage

This qualification is regulated in England.

Use of Language

All learners must be assessed in English unless the qualification specification states that another language will be accepted.

Progression Opportunities

Following completion of this qualification, learners will be able to progress into further qualifications in business management and leadership.

Assessment Guidance

All SIAS assessments will be accessible and produce results that are valid, reliable, transparent and fair.

The SIAS Level 3 Award in Leading Innovation is internally assessed and marked by the centre.

To achieve the qualification, learners must successfully pass the 2 mandatory units listed below:

Component	Set by	Marked by	Suggested assessment method(s)	Grading
Unit 1: Principles of Innovation in Business	Centre	Centre	Assessment methods that can be used for this unit include: <ul style="list-style-type: none"> • Examination • Coursework • Presentation and Questioning • Portfolio of evidence • Project. 	Pass/Fail
Unit 2: Developing an Innovation Strategy	Centre	Centre	Assessment methods that can be used for this unit include: <ul style="list-style-type: none"> • Portfolio of Evidence • Presentation and Questioning • Project. 	Pass/Fail
Overall Award				Pass/Fail

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment.

SIAS recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a photocard driving license
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

Centre Requirements

All SIAS centres must be approved by SIAS to deliver the qualification(s) they wish to offer. This is to ensure centres have the processes and resources in place to deliver the qualification(s). Further information can be found in the SIAS Centre Handbook.

When a centre applies to offer a qualification, they will need to provide evidence that they have sufficient resources and infrastructure in place for delivery of that qualification:

- evidence of trainer, assessor and IQA competence and knowledge.
- details of available resources.

Information regarding the induction and continuing professional development must be made available to SIAS by centres through the external quality assurance process.

Tutor/Trainer Requirements

For the SIAS Level 3 Award in Leading Innovation tutors/trainers are required to demonstrate they:

- have relevant occupational knowledge and competence.
- hold a recognised training qualification or have equivalent training experience.
- have completed recent, relevant CPD activities for the subject area.

Evidence includes:

- CV and relevant occupational qualifications and experience
- up-to-date CPD Record including certification from any courses attended.

SIAS recommends that as best practice for tutors/trainers to hold or be working towards a relevant education and training qualification. These include:

- Level 3 Award in Education and Training or equivalent including Preparing to Teach in the Lifelong Sector (PTLLS), CertEd/PGCE, L4 Certificate in Education and Training, L5 Diploma in Education and Training.

Where this is not the case, SIAS will look at alternative sources of evidence for training competence, such as professional qualifications, relevant work experience or internal training records. For further guidance, please contact us.

Assessor Requirements

For the SIAS Level 3 Award in Leading Innovation assessors are required to demonstrate they:

- have relevant occupational knowledge and competence.
- hold or are working towards a recognised assessor qualification or have equivalent assessing experience.
- have completed recent, relevant CPD activities for the subject area.

Evidence includes:

- CV and relevant occupational qualifications and experience.
- Up-to-date CPD record including certification from any courses attended.

SIAS recommends that as best practice for assessors to hold or be working towards a relevant assessor qualification. This includes:

- Level 3 Award in Assessing Vocationally Related Achievement or equivalent including A1, Award D32 and D33, L3 Award in Assessing Competence in the Work Environment, L3 Certificate in Assessing Vocational Achievement.

Where this is not the case, SIAS will look at alternative sources of evidence for assessing competence, such as professional qualifications, relevant work experience or internal training records. For further guidance, please contact us.

Internal Quality Assurance Requirements

For the SIAS Level 3 Award in Leading Innovation IQAs are required to demonstrate they:

- hold or are working towards a recognised internal quality assurance qualification or have equivalent internal quality assurance experience.
- have completed recent, relevant CPD activities.

Evidence includes:

- CV and relevant occupational qualifications and experience.
- Up-to-date CPD record including certification from any courses attended.

SIAS recommends as best practice that IQAs hold or are working towards a relevant IQA qualification. This includes:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or equivalent including D34 or V1.

Where this is not the case, SIAS will look at alternative sources of evidence for IQA competence, such as professional qualifications, relevant work experience or internal training records. For further guidance, please contact us.

Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and is up to date with best practice in delivery, assessment and quality assurance.

Quality Assurance Guidance

All SIAS qualifications require centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

External Quality Assurance

External quality assurance will be undertaken by SIAS. Centres will be required to provide documentation and other evidence to support this process upon request. Please refer to our Centre Handbook for further details.

Equality and Diversity

Delivery of any SIAS qualifications must comply with equality and diversity legislation. Learners should not experience any barriers to achievement in respect of:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sexual orientation.

Reasonable Adjustments

All learners must be treated fairly and equally and be provided with every opportunity to achieve our qualification(s). For more information or guidance, please refer to the SIAS Reasonable Adjustments Policy available on our website.

Health and Safety

SIAS are committed to ensuring the safety and wellbeing of learners. Due to the nature of some of the sectors SIAS work in, there can be a high level of risk which we expect centres to manage effectively. Centres must take appropriate measures to assess and manage these risks and implement procedures so that qualifications are delivered safely, minimizing risks to learners and those involved in the assessment process as much as possible. Working environments must comply with all required health and safety standards.

Qualification Content

Unit 1: Principles of Innovation in Business

Unit Reference	H/651/8262	
Level	3	
GLH	4	
Aim	This unit aims to provide learners with an understanding of innovation and its significance in driving business success. It explores the different types of innovation, common barriers to its implementation, and the critical role leadership and organisational culture play in fostering innovation.	
Assessment Methodology	Centre-Devised Assessment	
Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	
1. Understand what innovation is and how it supports business success.	1.1	Define innovation and its importance in business.
	1.2	Describe different types of innovation.
	1.3	Identify common organisational and external barriers to innovation.
2. Understand the role of leadership and workplace culture in supporting innovation.	2.1	Explain the role of leadership in innovation.
	2.2	Describe the characteristics of a workplace culture that supports innovation.
	2.3	Explain the role of collaboration and cross-functional teams in enabling innovation.

Unit 2: Developing an Innovation Strategy

Unit Number	J/651/8263	
Level	3	
GLH	12	
Aim	This unit aims to equip learners with the knowledge and skills to identify innovation opportunities and understand how innovation supports business success, growth, and alignment with organisational values. Learners will explore risks, recognise poor innovation decisions, and develop a simple strategy to support innovation that contributes to finance and resourcing, planning, and long-term business strategic priorities.	
Assessment Methodology	Centre-Devised Assessment	
Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	
1. Be able to identify opportunities for innovation in a business context.	1.1	Identify opportunities for innovation using trends, customer insights, inefficiencies, or digital tools.
	1.2	Identify the risks associated with innovation.
	1.3	Recognise examples of poor innovation decisions and how to avoid them.
2. Understand how innovation supports business aims, values, and growth.	2.1	Explain how innovation contributes to achieving key business aims.
	2.2	Describe how innovation strategies should reflect company values and organisational culture.
	2.3	Describe how innovation supports business growth efficiencies and / or competitiveness.
3. Be able to outline a simple strategy to support innovation.	3.1	Describe the key elements of a good innovation strategy for a work setting.
	3.2	Differentiate between strong and weak innovation strategies.
	3.3	Explain how innovation strategy aligns to and supports financial and resourcing priorities and long-term business viability.

Resources

SIAS provides the following additional resources for this qualification:

- Centre Qualification Guide
- Qualification Achievement Record.

Further Information

For information about SIAS and general enquiries please see our website: www.siasuk.com
or contact:

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