Unit PSSPO114.1 Manage own resources (SQA Unit Code H77C 04)

Performance Criteria

You must be able to

Manage own resources

1. identify and agree the requirements of own work-role with line manager
2. discuss and agree personal work objectives with line manager and agree how progress will be measured
3. identify any gaps between the requirements of own work-role and current knowledge, understanding and skills
4. discuss and agree with line manager, a development plan to address any identified gaps in own current knowledge, understanding and skills
5. undertake the activities identified in own development plan and discuss with line manager, how they have contributed to own performance
6. obtain regular and useful feedback on performance from those who are in a good position to judge it
7. discuss and agree, with line manager, any changes to own personal work objectives and development plan in the light of performance, feedback received, any development activities undertaken and any wider changes
8. check, on a regular basis, how own time at work is being used and identify possible improvements
9. ensure that own performance consistently meets or goes beyond agreed requirements

Knowledge and understanding

You need to know and understand

1. why managing own resources (particularly knowledge, understanding, skills and time) is important
2. how to identify the requirements of a work-role
3. how to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)
4. how to measure progress against work objectives
5. how to identify development needs to address any identified gaps between the requirements of own work-role and own current knowledge, understanding and skills and any activities which can be undertaken to address these
6. what an effective development plan should contain
7. how to identify whether and how development activities have contributed to own performance
8. how to obtain and make effective use of feedback on own performance
9. how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes
10. how to record the use of own time and identify possible improvements

Unit PSSPO114.1 Manage own resources (SQA Unit Code H77C 04)

11. port industry requirements for the development or maintenance of knowledge, understanding and skills
12. the agreed requirements of own work-role including the limits of own responsibilities
13. agreed personal work objectives
14. the reporting lines in the organisation
15. own current knowledge, understanding and skills
16. own personal development plan
17. the organisation’s policy and procedures in terms of personal development
18. the available development opportunities and resources in the organisation