

CFAMLA1 - SQA Unit Code H50A 04

Manage your own resources



Overview

This unit is mainly about making sure you have the personal resources (particularly knowledge, understanding, skills and time) to undertake your work role, and reviewing your performance against agreed objectives. It also covers identifying and undertaking an understanding where gaps have been identified.

The unit is recommended for team leaders.

This unit is linked to unit:

A2 Manage your own resources and professional development in the overall suite of National Occupational Standards for Management and Leadership.

CFAMLA1 - SQA Unit Code H50A 04

Manage your own resources

Performance criteria

You must be able to:

- P1 identify and agree the requirements of your work role with those you report to
- P2 discuss and agree personal work objectives with those you report to and how you will measure progress
- P3 identify any gaps between the requirements of your work role and your current knowledge, understanding and skills
- P4 discuss and agree, with those you report to, a development plan to address any identified gaps in your current knowledge, understanding and skills
- P5 undertake the activities identified in your development plan and discuss, with those you report to, how they have contributed to your performance
- P6 get regular and useful feedback on your performance from those who are in a good position to judge it and provide you with objective and valid feedback
- P7 discuss and agree, with those you report to, any changes to your personal work objectives and development plan in the light of performance, feedback received, any development activities undertaken and any wider changes
- P8 check, on a regular basis, how you are using your time at work and identify possible improvements
- P9 ensure that your performance consistently meets or goes beyond agreed requirements

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 why managing your resources (particularly knowledge, understanding, skills and time) is important
- K2 how to identify the requirements of a work role
- K3 how to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)
- K4 how to measure progress against work objectives
- K5 how to identify development needs to address any identified gaps between the requirements of your work role and your current knowledge, understanding and skills
- K6 what an effective development plan should contain
- K7 the type of development activities that can be undertaken to address identified gaps in knowledge, understanding and skills
- K8 how to identify whether/how development activities have contributed to your performance
- K9 how to get and make effective use of feedback on your performance
- K10 how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes
- K11 how to record the use of your time and identify possible improvements

You need to know and understand:

Industry/sector specific knowledge

- K12 industry/sector requirements for the development or maintenance of knowledge, understanding and skills

You need to know and understand:

Context specific knowledge

- K13 the agreed requirements of your work role including the limits of your responsibilities
- K14 your agreed personal work objectives
- K15 the reporting lines in your organisation
- K16 your current knowledge, understanding and skills
- K17 identified gaps in your current knowledge, understanding and skills
- K18 your personal development plan
- K19 your organisation's policy and procedures in terms of personal development
- K20 available development opportunities and resources in your organisation
- K21 possible sources of feedback in your organisation

Additional Information

Behaviours

1. You recognise changes in circumstances promptly and adjust plans and activities accordingly.
2. You prioritise objectives and plan work to make best use of time and resources.
3. You take personal responsibility for making things happen.
4. You take pride in delivering high quality work.
5. You agree achievable objectives for yourself and give a consistent and reliable performance.
6. You find practical ways to overcome barriers.
7. You make best use of available resources and seek new sources of support when necessary.

Skills

Listed below are the main generic 'skills' that need to be applied in managing your own resources. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. " " Setting objectives
2. " " Communicating
3. " " Planning
4. " " Time management
5. " " Evaluating
6. " " Reviewing
7. " " Learning
8. " " Obtaining feedback
9. " " Self-assessment

CFAMLA1 - SQA Unit Code H50A 04

Manage your own resources

Developed by CFA Business Skills @ Work

Version number 1

Date approved March 2009

Indicative review date March 2011

Validity Current

Status Original

Originating organisation Management Standards Centre

Original URN A1

Relevant occupations Corporate Managers and Senior Officials; Business management

Suite Management and Leadership National Occupational Standards 2008

Key words management, leadership, communicating, planning, evaluating, reviewing, learning, self-assessment