

CFASAD111 - SQA Code HC95 04

Plan and manage own workload



Overview

Prioritise and plan your work and manage your time effectively to meet objectives and deadlines.

Links: Self Administration

Specific skills:

1. communicating
2. interpersonal skills
3. managing resources
4. managing time
5. negotiating
6. recording
7. organising
8. planning
9. problem solving
10. using technology

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Performance criteria

You must be able to:

- P1 prioritise work according to its importance and urgency
- P2 plan work in line with objectives and deadlines
- P3 prioritise your time in line with your work plan
- P4 make sure all necessary resources are available
- P5 allocate estimated time-frames to each activity
- P6 keep appropriate records to monitor your work and make them available to others
- P7 liaise with and update others contributing to the work
- P8 adapt work plans to reflect changes in priorities
- P9 review and reflect on the outcomes of your plans and identify learning points to improve future work planning activities

CFASAD111 - SQA Code HC95 04

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Knowledge and understanding

You need to know and understand:

- K1 how to prioritise your workload and plan pieces of work according to their urgency and importance
- K2 how to identify when meetings are necessary and when other options are more appropriate
- K3 the purpose and benefits of planning your work load
- K4 the purpose and value of managing own time and commitments effectively
- K5 methods of time and diary
- K6 how to identify the resources available to you
- K7 how to select resources that are needed for your work
- K8 the purpose and value of working according to time-frames
- K9 the purpose and benefits of keeping records of your work and making these available to others
- K10 the purpose of keeping others updated with the progress of your
- K11 the purpose and value of being flexible and adapting work plans to reflect change
- K12 how to accommodate changes in your plans and renegotiate deadlines where necessary

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	