

D6 Allocate and monitor the progress and quality of work in your area of responsibility (DR3Y 04)

Unit summary

What is the Unit about?

This Unit is about ensuring that the work required in your area of responsibility is effectively planned and fairly allocated to individuals and/or teams. It also involves monitoring the progress and quality of the work of individuals and/or teams to ensure that the required level or standard of performance is being met and reviewing and updating plans of work in the light of developments.

The 'area of responsibility' may be, for example, a branch or department or functional area or an operating site within an organisation.

Who is the Unit for?

The Unit is recommended for first line managers and middle managers.

Links to other Units

This Unit is linked to Units **D1 Develop productive working relationships with colleagues (DR4A 04)**, **D2 Develop productive working relationships with colleagues and stakeholders (DR4F 04)**, **B1 Develop and implement operational plans for your area of responsibility (DR47 04)** and **B6 Provide leadership in your area of responsibility (DR75 04)** in the overall suite of National Occupational Standards for management and leadership.

If your organisation is a small firm, you should look at Unit *K1 Make sure your staff can do their work (D8WV 04)* which has been developed by the Small Firms Enterprise and Development Initiative (SFEDI) specifically for small firms and which may be more suitable to your needs. You can obtain information on the Unit from SFEDI on tel. 0114-241 2155 or at the SFEDI website (www.sfedi.co.uk).

Skills

Listed below are the main generic 'skills' which need to be applied in allocating and monitoring the progress and quality of work in your area of responsibility. These skills are explicit/implicit in the detailed content of the Unit and are listed here as additional information.

◆ setting objectives	◆ information management
◆ communicating	◆ delegating
◆ providing feedback	◆ stress management
◆ valuing and supporting others	◆ planning
◆ consulting	◆ prioritising
◆ monitoring	◆ leadership
◆ managing conflict	◆ reviewing
◆ decision making	◆ problem solving
◆ motivating	

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Outcomes of effective performance

You must be able to do the following:

- 1 Confirm the work required in your area of responsibility with your manager and seek clarification, where necessary, on any outstanding points and issues.
- 2 Plan how the work will be undertaken, seeking views from people in your area of responsibility, identifying any priorities or critical activities and making best use of the available resources.
- 3 Ensure that work is allocated to individuals and/or teams on a fair basis taking account of skills, knowledge and understanding, experience and workloads and the opportunity for development.
- 4 Ensure that individuals and/or teams are briefed on allocated work, showing how it fits with the vision and objectives for the area and the overall organisation, and the standard or level of expected performance.
- 5 Encourage individuals and/or team members to ask questions, make suggestions and seek clarification in relation to allocated work.
- 6 Monitor the progress and quality of the work of individuals and/or teams on a regular and fair basis against the standard or level of expected performance and provide prompt and constructive feedback.
- 7 Support individuals and/or teams in identifying and dealing with problems and unforeseen events.
- 8 Motivate individual and/or teams to complete the work they have been allocated and provide, where requested and where possible, any additional support and/or resources to help completion.
- 9 Monitor your area for conflict, identifying the cause(s) when it occurs and dealing with it promptly and effectively.
- 10 Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with individuals and/or teams.
- 11 Recognise successful completion of significant pieces of work or work activities by individuals and/or teams.
- 12 Use information collected on the performance of individuals and/or teams in any formal appraisals of performance.
- 13 Review and update plans of work for your area, clearly communicating any changes to those affected.

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Behaviours which underpin effective performance

- 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 make time available to support others.
- 4 You take personal responsibility for making things happen.
- 5 You show an awareness of your own values, motivations and emotions.
- 6 You show integrity, fairness and consistency in decision-making.
- 7 You clearly agree what is expected of others and hold them to account.
- 8 You seek to understand people's needs and motivations.
- 9 You take pride in delivering high quality work.
- 10 You are vigilant for possible risks and hazards.
- 11 You encourage and support others to make the best use of their abilities.
- 12 You use a range of leadership styles appropriate to different people and situations.

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Knowledge and understanding

You need to know and understand the following:

General knowledge and understanding

- 1 How to select and successfully apply different methods for communicating with people across an area of responsibility
- 2 The importance of confirming/clarifying the work required in your area of responsibility with your manager and how to do this effectively
- 3 How to identify and take due account of health and safety issues in the planning, allocation and monitoring of work
- 4 How to produce a plan of work for your area of responsibility, including how to identify any priorities or critical activities and the available resources
- 5 The importance of seeking views from people working in your area and how to take account of their views in producing the plan of work
- 6 Why it is important to allocate work to individuals and/or teams on a fair basis and how to do so effectively
- 7 Why it is important that individuals and/or teams are briefed on allocated work and the standard or level of expected performance and how to do so effectively
- 8 The importance of showing individuals and/or teams how their work fits with the vision and objectives of the area and those of the organisation
- 9 Ways of encouraging individuals and/or teams to ask questions and/or seek clarification in relation to the work which they have been allocated.
- 10 Effective ways of regularly and fairly monitoring the progress and quality of work of individuals and/or teams against the standards or level of expected performance
- 11 How to provide prompt and constructive feedback to individuals and/or teams
- 12 Why it is important to monitor your area for conflict and how to identify the cause(s) of conflict when it occurs and deal with it promptly and effectively
- 13 Why it is important to identify unacceptable or poor performance by individuals and/or teams and how to discuss the cause(s) and agree ways of improving performance with them
- 14 The type of problems and unforeseen events that may occur and how to support individuals and/or teams in dealing with them
- 15 The additional support and/or resources which individuals and/or teams might require to help them complete their work and how to assist in providing this

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- 16 How to select and successfully apply different methods for encouraging, motivating and supporting individuals and/or teams to complete the work they have been allocated, improve their performance and for recognising their achievements.
- 17 How to log information on the on-going performance of individuals and/or teams and use this information for formal performance appraisal purposes.
- 18 The importance of reviewing and updating plans of work for your area in the light of developments, how to reallocate work and resources and clearly communicate the changes to those affected.

Industry/sector specific knowledge and understanding

- 1 Industry/sector requirements for the development or maintenance of knowledge, understanding and skills.
- 2 Industry/sector specific legislation, regulations, guidelines, codes of practice relating to carrying out work.

Context specific knowledge and understanding

- 1 The individuals and/or teams in your area of responsibility.
- 2 The vision and objectives for your area of responsibility.
- 3 The vision and objectives of the overall organisation.
- 4 The work required in your area of responsibility.
- 5 The available resources for undertaking the required work.
- 6 The plan of work for your area of responsibility.
- 7 The organisation's written health and safety policy statement and associated information and requirements.
- 8 Your organisation's policy and procedures in terms of personal development.
- 9 Organisational standards or level of expected performance.
- 10 Organisational policies and procedures for dealing with poor performance.
- 11 Organisational grievance and disciplinary policies and procedures.
- 12 Organisational performance appraisal systems.

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Evidence Requirements

Outcomes	Evidence of Outcomes: ◆ possible examples of evidence	Behaviours	Knowledge and Understanding		
			General	Industry specific	Context specific
	Records of work allocation to people and teams in your area of responsibility:				
1	◆ notes or minutes of meetings with your manager regarding the work required from your team, and any priorities	1, 2, 4, 9, 10	1, 2, 3, 18	1, 2	1, 2, 3, 4, 5, 7
2	◆ business, operational or production plans or schedules and other documents identifying the work required from your area of responsibility that you have agreed, and any priorities you have identified	1, 2, 4, 7, 9, 10	1, 2, 3, 18	1, 2	1, 2, 3, 4, 5, 7
3	◆ detailed work plans or schedules, timetables and other plans for individuals' and teams' work activities, tasks, production targets or other ways of defining workloads	1, 2, 4, 7, 9, 10, 11	3, 4, 5, 6, 18	1, 2	1, 2, 3, 4, 5, 6, 7
4	◆ notes of meetings and briefings to discuss work plans or schedules, timetables and allocate individual and team work activities, tasks, production targets, etc	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	3, 4, 5, 6, 7, 8, 9	1, 2	1, 2, 3, 4, 5, 6, 7
5	◆ personal statements (reflections on the process and reasoning behind work planning and allocation, including work priorities, availability of resources, and the relative abilities and development needs of team members)	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12	2, 3, 4, 5, 6, 7, 8	1, 2	1, 2, 3, 4, 5, 6, 7
	◆ witness statements (comments on the process of work planning and allocation and perceptions of its fairness, appropriateness and clarity)	3, 6, 7, 8, 11, 12	-	-	-

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Records of the quality and quantity of the work of people and teams in your area of responsibility:						
	◆	records of the monitoring of work output/production for quality, consistency with specifications, etc (eg quality control sampling records, control charts, etc) that you have collected or commissioned	7, 9, 10	10, 13, 14, 17, 18	1, 2	1, 2, 3, 4, 5, 6, 7, 9
	◆	records of individual and team work output or production records, production/operational reports that you have prepared, etc	1, 7, 9, 10	13, 14, 15, 17, 18	1, 2	1, 2, 3, 4, 5, 6, 7, 9
5	◆	records of any changes to work plans or schedules that you have initiated	1, 4, 6, 7, 9, 10, 12	14, 15, 16, 17, 18	1, 2	1, 2, 3, 4, 5, 6, 7, 9
6	◆	notes, reports, recommendations to managers or other records of problems or critical incidents and action you have taken in relation to supplied materials; equipment, vehicles or facilities; product/service quality; health, safety or security; customers; or team members' work performance (including issues requiring disciplinary action, and training or coaching activity you have organised or undertaken)	1, 4, 5, 6, 7, 9, 10, 12	12, 13, 14, 15, 16, 17, 18	1, 2	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
7	◆	notes, e-mails, memos or other records of formal or informal feedback or performance appraisal of team members	3, 5, 6, 7, 8, 10, 11, 12	10, 11, 12, 13, 14, 15, 16, 17, 18	1, 2	1, 4, 5, 6, 7, 8, 9, 10, 11, 12
8	◆	personal statement (reflections on your own role in dealing with problems or critical incidents affecting the team and its performance, and how you encourage the team and individual members to work to the best of their ability to achieve or exceed targets for quality and quantity of products or services)	1, 3, 5, 6, 10, 11, 12	10, 11, 12, 13, 14, 15, 16, 17, 18	1, 2	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
9	◆	witness statements (comments on your own role in dealing with problems or critical incidents affecting the team and its performance, and how you encourage the team and individual members to work to the best of their ability to achieve or exceed targets for quality and quantity of products or services)	3, 6, 7, 8, 11, 12	-	-	-
10						
11						
12						
13						

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To be completed by the Candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the Assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal Verifier Feedback

To be completed by the Internal Verifier if applicable

This section only needs to be completed if the Unit is sampled by the Internal Verifier

Internal Verifier's name:

Internal Verifier's signature:

Date: