



## Unit DR3Y 04 (512)

## Allocate and Monitor the Progress and Quality of Work in Your Area of Responsibility

### Unit Summary

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.

In order to achieve this Unit you must demonstrate that you meet all the requirements of the Units. This means all of the stated outcomes and behaviours and every item of knowledge and understanding. Your assessor must be able to observe you in the workplace or you must provide the following **tangible evidence** to your assessor. Please note that **simulation** is **not** allowed for this Unit, ie all your evidence must relate to real work activities.

*Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:*

#### Communication Intermediate 2

- ◆ Read, understand and evaluate written communication.
- ◆ Produce well-structured written communication.

#### Working With Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

#### Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a problem solving activity.

***I have completed the requirements of this Unit.***

**Candidate name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***I can confirm the candidate has completed all requirements of this Unit.***

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessment centre:** \_\_\_\_\_

**You must be able to**

- 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.

**Behaviours**

This means you:

- ◆ you recognise changes in circumstances promptly and adjust plans and activities accordingly
- ◆ you prioritise objectives and plan work to make best use of time and resources
- ◆ you make time available to support others
- ◆ you take personal responsibility for making things happen
- ◆ you show an awareness of your own values, motivations and emotions
- ◆ you show integrity, fairness and consistency in decision-making
- ◆ you clearly agree what is expected of others and hold them to account
- ◆ you seek to understand people's needs and motivations
- ◆ you take pride in delivering high quality work
- ◆ you are vigilant for possible risks and hazards
- ◆ you encourage and support others to make the best use of their abilities
- ◆ you use a range of leadership styles appropriate to different people and situations

**Evidence of Outcomes**

The following are **possible examples** of evidence:

**Records of work allocation to people and teams in your area of responsibility:**

- ◆ notes or minutes of meetings with your manager regarding the work required from your team, and any priorities
- ◆ 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
- ◆ detailed work plans or schedules, timetables and other plans for individuals' and teams' work activities, tasks, production targets or other ways of defining workloads
- ◆ notes of meetings and briefings to discuss work plans or schedules, timetables and allocate individual and team work activities, tasks, production targets, etc
- ◆ 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)
- ◆ witness statements (comments on the process of work planning and allocation and perceptions of its fairness, appropriateness and clarity)

**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
- ◆ records of individual and team work output or production records, production/operational reports that you have prepared, etc
- ◆ records of any changes to work plans or schedules that you have initiated
- ◆ 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)
- ◆ notes, e-mails, memos or other records of formal or informal feedback or performance appraisal of team members
- ◆ 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)
- ◆ 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)

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<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
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## Unit DR3Y 04 (512)

## Allocate and Monitor the Progress and Quality of Work in Your Area of Responsibility

<b>You need to know and understand</b>		<b>Evidence</b>
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
<b>General knowledge and understanding</b>		
K1	How to select and successfully apply different methods for communicating with people across an area of responsibility.	
K2	The importance of confirming/clarifying the work required in your area of responsibility with your manager and how to do this effectively.	
K3	How to identify and take due account of health and safety issues in the planning, allocation and monitoring of work.	
K4	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.	
K5	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.	
K6	Why it is important to allocate work to individuals and/or teams on a fair basis and how to do so effectively.	
K7	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.	
K8	The importance of showing individuals and/or teams how their work fits with the vision and objectives of the area and those of the business.	
K9	Ways of encouraging individuals and/or teams to ask questions and/or seek clarification in relation to the work which they have been allocated.	
K10	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.	
K11	How to provide prompt and constructive feedback to individuals and/or teams.	
K12	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.	
K13	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.	
K14	The type of problems and unforeseen events that may occur and how to support individuals and/or teams in dealing with them.	
K15	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.	
K16	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.	
K17	How to log information on the ongoing performance of individuals and/or teams and use this information for formal performance appraisal purposes.	
K18	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.	
<b>Context specific knowledge and understanding</b>		
K19	The individuals and/or teams in your area of responsibility.	
K20	The vision and objectives for your area of responsibility.	
K21	The vision and objectives of the overall business.	

You need to know and understand (cont)		Evidence
K22	The work required in your area of responsibility.	
K23	The available resources for undertaking the required work.	
K24	The plan of work for your area of responsibility.	
K25	The company's written health and safety policy statement and associated information and requirements.	
K26	Your company's policy and procedures in terms of personal development.	
K27	Company standards or level of expected performance.	
K28	Company policies and procedures for dealing with poor performance.	
K29	Company grievance and disciplinary policies and procedures.	
K30	Company performance appraisal systems.	
<b>Industry/sector specific knowledge and understanding</b>		
K31	Sector requirements for the development or maintenance of knowledge, understanding and skills.	
K32	Sector specific legislation, regulations, guidelines, codes of practice relating to carrying out work.	

Notes/Comments

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_