## **SDS0479** **(J8DL 46)**

## Allocating and Checking Work

### Candidate’s statement

I confirm that the evidence detailed in this unit is my own work.

|  |  |
| --- | --- |
| Candidate’s name |  |
| Candidate’s signature |  |
| Date |  |

### Assessor’s statement

I confirm that the candidate has achieved all the requirements of this unit.

|  |  |
| --- | --- |
| Assessor’s name |  |
| Assessor’s signature |  |
| Date |  |
| Countersigning Assessor’s name(if applicable) |  |
| Countersigning Assessor’s signature(if applicable) |  |
| Date |  |

© SQA 2024

### Internal Verifier’s statement

I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

|  |  |
| --- | --- |
| Internal Verifier’s name |  |
| Internal Verifier’s signature |  |
| Date |  |
| Countersigning Internal Verifier’s name (if applicable) |  |
| Countersigning Internal Verifier’s signature (if applicable) |  |
| Date |  |

|  |  |
| --- | --- |
| External Verifier’s initials (if sampled) |  |
| Date |  |

#### Unit overview

To allocate and check work of team members to meet organisational work plans.

#### Sufficiency of evidence

There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment.

#### Performance criteria (What you must do)

There must be evidence for all PCs (ie: 1-8).

The assessor **must** assess the majority of the PCs by directly observing the candidate’s work.

1. Reviewing work plans for your area to identify work priorities and required outputs in line with organisational policies and procedures.
2. Allocating tasks to team members in line with work plans and organisational policies and procedures.
3. Providing clear instructions and guidance to team members to support completion of allocated tasks in line with work plans and organisational policies and procedures.
4. Checking progress and quality of work by team members against work plans and quality standards.
5. Providing team members with prompt feedback and guidance to maintain and improve performance.
6. Providing team members with additional support where needed to enable work to be completed to deadlines and to required quality standards in line with organisational policies and procedures.
7. Completing relevant documentation regarding allocating and checking work in line with organisational policies and procedures.
8. Collecting and using information on work allocation and checks to support improvement of individual and team performance in line with organisational policies and procedures.

#### Performance criteria evidence

| **Evidence reference** | **Evidence description** | **Date** | **PC1** | **PC 2** | **PC 3** | **PC 4** | **PC5** | **PC 6** | **PC 7** | **PC 8** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

#### Scope / range (What you must cover)

No scope / range is stipulated for this unit.

#### Knowledge and understanding (What you must know and understand)

For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning).

| **Knowledge statement** | **Evidence reference** | **Date** |
| --- | --- | --- |
| 1. Relevant employment regulations, organisational policies, procedures and contract terms and conditions that affect allocation of tasks to staff and work plans.
 |  |  |
| 1. How to check staff availability and working hours of team members to allocate tasks appropriately.
 |  |  |
| 1. Types and methods of effective communication and when and how to use these.
 |  |  |
| 1. How to provide prompt and constructive feedback and guidance to team members.
 |  |  |
| 1. Situations and examples where team members require additional support, methods to achieve this and how this can positively impact individual and team performance.
 |  |  |
| 1. Relevant methods for motivating team members in your area of responsibility.
 |  |  |
| 1. How to complete documentation and collect, record and use information about individual and team performance.
 |  |  |

#### Supplementary evidence

| **Reference** | **Evidence description** | **Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### Assessor feedback on completion of the unit: