

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Manage Own Performance in a Business Environment

Unit Reference Number: T/615/7425

Level: One (1)

Credit Value: Two (2)

Minimum Guided Learning Hours: 14

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to be responsible for own work	1.1 Outline how to listen to and follow instructions
	1.2 Outline how to plan own work
	1.3 Describe the purpose and benefits of how to manage time to plan work
	1.4 State the purpose of keeping other people informed about progress
	1.5 Outline ways of asking for help if needed
	1.6 State the purpose and benefits of recognising and learning from mistakes
	1.7 Outline guidelines, procedures and codes of practice that are relevant to own work
2. Understand how to behave in a way that supports effective working	2.1 Outline the purpose of setting achievable standards for own work
	2.2 State the benefits of being ready to take on new challenges and adapt to change
	2.3 Explain the purpose and benefits of treating others with honesty, respect and consideration
	2.4 Outline types of behaviour at work that show honesty, respect and consideration and those that do not

	2.5 Explain why own behaviour in the workplace is important
3. Take responsibility for own work, supported by others	3.1 Accept and follow instructions for work checking any points, if required
	3.2 Agree how to make best use of own time and the working methods to be used
	3.3 Report any problems, using the support of other people, when necessary
	3.4 Keep other people informed of progress
	3.5 Take responsibility for own work and accept responsibility for any mistakes made
	3.6 Follow agreed work guidelines, procedures and, where needed, codes of practice
4. Behave in a way that supports effective working	4.1 Set achievable standards for own work and show commitment in achieving these standards
	4.2 Show understanding of own needs and rights in work tasks
	4.3 Agree to take on new challenge(s), with support from others
	4.4 Propose changes to own way of working
	4.5 Complete own work, treating other people with honesty, respect and consideration