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| Unit Title: Plan, allocate and monitor work in own area of responsibility | | |
| URN: H/600/9674 |  |  |
| Credit Value: 5 |  |  |
| Level: 4 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Be able to produce a work plan for own area of responsibility.** | | | |
| 1.1 Explain the context in which work is to be undertaken. |  |  |  |
| 1.2 Identify the skills base and the resources available. |  |  |  |
| 1.3 Examine priorities and success criteria needed for the team. |  |  |  |
| 1.4 Produce a work plan for own area of responsibility. |  |  |  |
| **2 Be able to allocate and agree responsibilities with team members.** | | | |
| 2.1 Identify team members’ responsibilities for identified work activities. |  |  |  |
| 2.2 Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members. |  |  |  |
| **3 Be able to monitor the progress and quality of work in own area of responsibility and provide feedback.** | | | |
| 3.1 Identify ways to monitor progress and quality of work. |  |  |  |
| 3.2 Monitor and evaluate progress against agreed standards and provide feedback to team members. |  |  |  |
| **4 Be able to review and amend plans of work for own area of responsibility and communicate changes.** | | | |
| 4.1 Review and amend work plan where changes are needed. |  |  |  |
| 4.2 Communicate changes to team members. |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: