## Assessment Project 5 - Unpacking the unit of competency – planning for assessment.

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| **Competency Code** | **BSBPEF202** | **Competency Name** | **Plan and apply time management** | |
| **Element** | **Performance Criteria** | | | **Evidence Ideas - Indicate as D = Direct / ID = Indirect / S = Supplementary** |
| 1 Organise work schedule | 1.1 Discuss and agree on work goals and plans with assistance from relevant personnel | | |  |
| 1.2 Identify relationship between own work goals and plans, and organisational goals and plans | | |  |
| 1.3 Research time management techniques and strategies | | |  |
| 1.4 Plan and prioritise work tasks within allocated timeframes | | |  |
| 2 Complete work tasks | 2.1 Perform tasks according to designated timelines and instructions | | |  |
| 2.2 Seek assistance from colleagues when difficulties arise in achieving allocated tasks | | |  |
| 2.3 Identify factors affecting work plan | | |  |
| 2.4 Communicate progress on work plan to relevant personnel according to organisational policies and procedures | | |  |
| 3 Review work performance | 3.1 Seek feedback on time management from relevant personnel | | |  |
| 3.2 Record changes to time management approach according to task instructions | | |  |
| 3.3 Identify and plan opportunities for improvement in discussion with colleagues | | |  |
| **Knowledge Evidence** | time management techniques and strategies | | |  |
| features of a time management plan | | |  |
| organisational standards, policies and procedures relevant to own work role | | |  |
| relationship between own work goals and plans and organisation’s goals and plans | | |  |
| factors affecting work progress and performance improvement techniques. | | |  |
| **Performance Evidence** | develop and implement at least one time management plan with support of relevant personnel | | |  |
| complete each work task within specified timeframe, seeking opportunities to use digital tools where applicable | | |  |
| seek and use feedback from others to monitor and improve work performance. | | |  |