Unit Title: **Plan, allocate and monitor work in own area of responsibility**
Unit Level: **Level 4**
Unit Credit Value: **5**
GLH: **25**
LASER Unit Code: **CAN122**
Ofqual Unit Code: **H/600/9674**

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
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.

Assessment requirements:
N/A