

Unit Title: Planning and Monitoring Work	
Level:	Two
Credit Value:	8
GLH:	2
OCNLR Unit Code:	PA1/2/LQ/111
Ofqual Unit Reference Number:	F/508/4145

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how to work within the organisation's policies, procedures and priorities.	1.1. Identify one organisational policy that is relevant to the work of the team. 1.2. Give one example of a target or objective that the team is working to achieve. 1.3. Give one example of conflict or incompatibility between different targets or objectives in the workplace.
2. Understand how to plan and allocate work.	2.1. Explain how work could be planned to meet the target or objective selected in the example above. 2.2. Explain how to allocate work to members of the team so that workload is proportionate, and in a way that shows due consideration of the capacity of team members. 2.3. Describe one way of checking that team members understand what work is required of them.
3. Understand how to monitor a team's work.	3.1. List two ways to monitor the team's work. 3.2. Describe one action the team leader could take to rectify performance that does not meet the required standard.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay	O	Practical demonstration	
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	