
Overview

The Standards that are part of this Unit

1. C02.1 Draft documents to meet specified requirements
2. C02.2 Decide how to make better use of your time and other people
(Imported Standard based on SFEDI H1.2)

This is a core unit for all disciplines.

ASTC02

Manage your own work

Performance criteria

You must be able to:

Draft documents to meet specified requirements

- P1 confirming the purpose of the **documents**
- P2 completing **documents** to meet specified requirements and deadlines
- P3 ensuring that layout, spelling, grammar and punctuation are correct, consistent and in accordance with conventions and house style
- P4 ensuring that the content of **documents** is comprehensive, accurate, succinct and provides sufficient guidance to decision makers
- P5 ensuring that sources of information, on which **documents** are based, are verified as accurate and valid
- P6 ensuring work practices are in accordance with **legal and regulatory** requirements and organisational procedures
- P7 maintaining security and confidentiality of information

Decide how to make better use of your time and other people

- P8 putting the improvements that you have identified into order of importance
- P9 deciding if there are any things that you do that could be done by other people
- P10 deciding how you can use your strengths and weaknesses to your own advantage
- P11 planning how you will change the way you carry out your work
- P12 monitoring your work to check improvements in your effectiveness and efficiency

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Manage your own work

Knowledge and understanding

You need to know and understand:

Draft documents to meet specified requirements

- K1 how do you confirm the purpose of the **documents** (application) (a) [1]
- K2 how do you complete **documents** to meet specified requirements (application) (b) [1]
- K3 how do you ensure that layout, spelling, grammar and punctuation are correct, consistent and in accordance with conventions and house style (application) (c) [1]
- K4 how do you ensure that the content of the **documents** are comprehensive, accurate and succinct (application) (d) [1]
- K5 how do you provide sufficient guidance to decision makers (application) (d) [1]
- K6 how do you ensure that sources of information, on which **documents** are based, are verified as accurate and valid (application) (e) [1]
- K7 how do you ensure that work practices are in accordance with **legal and regulatory** requirements and organisational procedures (application) (f) [2]
- K8 how do you maintain security and confidentiality of information (application) (g) [1,2]

Decide how to make better use of your time and other people

- K9 what information can be used for making decisions about managing time and people
- K10 how to plan work
- K11 what your personal strengths and weaknesses in management time and people are
- K12 how to monitor your work
- K13 what things can be used to show improvement

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Additional Information

Scope/range related to performance criteria

Draft documents to meet specified requirements

1. **Documents:**
 - 1.1. for self
 - 1.2. for others

2. **Legal and regulatory requirements:**
 - 2.1. statutory
 - 2.2. non-statutory

Decide how to make better use of your time and other people

3. **Use one of the following to plan your work load:**
 - 3.1. short and long term targets
 - 3.2. break targets down into smaller activities
 - 3.3. order activities in terms of importance
 - 3.4. establish the time involved

4. **Use one of the following to monitor your work:**
 - 4.1. work log
 - 4.2. diary

ASTC02

Manage your own work

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