

ASTSPM3C02

Manage your own work within a surveying environment



Overview

The Standards that are part of this Unit

SPM3/C02.1 Draft documents to meet specified requirements

SPM3/C02.2 Decide how to make better use of your time and other people (Imported Standard based on SFEDI H1.2)

This unit is about the drafting of documentation which could be of a legal nature. It is also about time management and the best ways of being efficient with your time.

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Performance criteria

Draft documents to meet specified requirements

You must be able to:

- 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 (Imported Standard based on SFEDI H1.2)

You must be able to:

- 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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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 (Imported Standard based on SFEDI H1.2)

You need to know and understand:

- 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 (Imported Standard based on SFEDI H1.2)

- 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

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