
Overview

This standard is about drafting documentation to meet specified legal and regulatory requirements. It is also about how you manage your time and how you pass work to be undertaken by internal colleagues.

Performance criteria

You must be able to:

1. confirm the purpose of the documentation to be drafted
2. draft the documentation to meet specified legal and regulatory requirements and the required deadlines
3. confirm that the layout, spelling, grammar and punctuation are correct, consistent and complies with specified industry conventions and house style
4. confirm that the content of the draft documentation meets specified legal and regulatory requirements
5. confirm that the sources of information, on which the draft documentation is based, comply with the specified industry requirements
6. confirm that the work practices are in accordance with specified legal and regulatory requirements and organisational procedures
7. maintain the security and confidentiality of information to meet your organisation's policies
8. review how you manage your time and identify if there are any tasks that you do that could be undertaken by internal colleagues
9. identify improvements to the way you work to be efficient with your time and discuss these with your line manager
10. review how you can use your personal strengths and weaknesses to manage your time
11. plan how you will change the way you carry out your work
12. monitor your work to check improvements in how you manage your time and review this with your line manager

Knowledge and understanding

You need to know and understand:

1. how to confirm the purpose of the documentation to be drafted
2. the specified legal and regulatory requirements for the completion of the draft documentation
3. the specified industry conventions and house style for the presentation of draft documentation
4. the specified industry requirements for the content of the draft documentation
5. the specified industry requirements that the sources of information need to comply with
6. how to ensure that work practices are in accordance with specified legal and regulatory requirements and organisational procedures
7. your organisation's policies for maintaining the security and confidentiality of information
8. the types of information that can be used for making decisions about managing time
9. the methods you can use to plan your work
10. your personal strengths and weaknesses in managing your time
11. the techniques you can use to monitor your work and how you manage your time
12. how you can show improvements in how you manage your time

Scope/range related to performance criteria

Documentation:

- for self
- for others

Legal and regulatory requirements:

- statutory
- non-statutory

Methods for planning your work:

- short and long term targets
- break targets down into smaller activities
- order activities in terms of importance
- establish the time involved

Techniques to monitor your work:

- work log
- diary

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Relevant Occupations Surveyor; Town Planners; Architects

Suite Surveying, Property Maintenance

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