



Australian Government

Assessment Requirements for BSBWOR424 Develop a time management plan

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- establish a representative pattern of current time usage over a specified period, applicable to business context, that identifies high-priority tasks, regular and irregular activities, distractions and time wasters
- demonstrate a systematic approach to improving time management that incorporates:
 - prioritisation of work tasks and responsibilities that most align to business goals
 - personal responsibilities and productive times
 - selection of personal organisation tools or digital technology to plan scheduling of tasks
 - flexibility to accommodate one-off or irregular activities
 - employing digital technologies to streamline or automate existing tasks
- reflect on personal performance after new strategies are in place for a minimum period as relevant to business contexts and identify effectiveness of time management.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key features of at least three processes or technologies for prioritising tasks and the relative benefits of each
- Key features or a range of technology solutions that can be used for time management
- Key features of common distractions and time wasters for small business owners.
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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- time management tools and resources
- relevant workplace documentation and resources
- case studies or, where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>