



Australian Government

Department of Education, Employment and Workplace Relations

PMC561080B Organise self

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the setting of individual work priorities. It involves identifying individuals work activities, recording activities as required, locating relevant work instructions and undertaking tasks in accordance with work plans.
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Application of the Unit

Application of the unit	<p>This competency is typically performed by operators who may be working individually or as part of a team. The setting of individual work priorities is within clearly identified team targets or the overall schedule of production.</p> <p>This unit of competency depends upon the application of:</p> <ul style="list-style-type: none"> • communication procedures used within each enterprise • established work practices.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify work activities	1.1. Identify individual work activities that have been allocated 1.2. Prioritise work activities as directed
2. Organise daily work activities	2.1. Break down work activities into small achievable components 2.2. Record activities as required by procedures/work instructions
3. Follow work plan	3.1. Locate relevant procedures/work instructions 3.2. Undertake tasks in accordance with schedule/plan and procedures/work instructions 3.3. Maintain output in accordance with schedule/plan 3.4. Follow prescribed and routine work related sequences 3.5. Identify situations which might make following the plan difficult and review plan with appropriate personnel

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- planning daily work activities in order to meet timelines
- implementing enterprise's standard procedures and work instructions and relevant regulatory requirements within appropriate time constraints and in a manner relevant to giving and following instructions
- reading and numeracy to interpret workplace documents and technical information

Required knowledge

Required knowledge includes:

- correct work activities against given work plan
- completion of work activities in a timely and efficient manner
- achievement of output in accordance with work plan/schedule
- distinguishing between urgent and non-urgent tasks

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Competence must be demonstrated in the ability to identify work activities and prioritise work in order to meet timelines.</p> <p>Consistent performance at the required standard should be demonstrated. In particular look to see that:</p> <ul style="list-style-type: none"> • activities are planned in accordance with instructions • relevant procedures are accessed and utilised in completing activities • timelines are adhered to • assistance is sought from relevant personnel when difficulties arise.
Context of and specific resources for assessment	<p>Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations.</p> <p>Assessment will occur over a range of situations which will include disruptions to normal, smooth operation.</p> <p>Simulation or case studies/scenarios may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual plant and will include 'walk-throughs' of the relevant competency components. A bank of scenarios/case studies/what ifs and questions will be required to probe the reasoning behind observable actions.</p>
Method of assessment	In all plants it may be appropriate to assess this unit concurrently with relevant teamwork and communication units.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Procedures	All operations are performed in accordance with standard procedures and work instructions
Information sources and documentation	<p>This unit may vary according to the enterprise's use of the following information sources and documentation:</p> <ul style="list-style-type: none"> • procedures and work instructions • materials safety data sheets (MSDS) • job cards • maintenance logs • plant drawings
Typical problems include:	<p>Typical problems may include:</p> <ul style="list-style-type: none"> • required information/materials not available • required tool/equipment not available • conflict in job priorities
Occupational health and safety (OHS)	All operations are subject to stringent OHS requirements and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and OHS requirements, the OHS requirements take precedence.

Unit Sector(s)

Unit sector	Support
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		