



Australian Government

Assessment Requirements for SIRXIND003

Organise personal work requirements

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan and organise daily work activities to prioritise and complete two workplace tasks:
 - following direction and organisational policies and procedures
 - to required quality standards
 - within required timeframes
- adjust personal work requirements in response to the following changes:
 - allocation of additional tasks
 - change in quality requirements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational procedures relating to personal work requirements:
 - quality standards
 - timeframes for completion
- techniques for:
 - sequencing daily work activities
 - prioritisation of workplace tasks
 - task break down
 - managing changes to task completion
- importance of effective task completion and its contribution to the overall work environment efficiencies.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- workplace tasks for completion
- organisational procedures relating to personal work requirements:
 - quality standards
 - timeframes for completion
- assessment activities that allow the individual to:
 - work within commercial speed, timing and productivity
 - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>