



Australian Government

SIRXIND003 Organise personal work requirements

Release: 1

SIRXIND003 Organise personal work requirements

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to organise and prioritise individual work requirements. It requires the ability to identify tasks for completion, complete tasks according to workplace requirements and respond to changes in personal work requirements.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify personal work requirements.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify allocated tasks for completion and seek advice to clarify workplace instructions as required.
- 1.2. Plan and organise daily work activities within scope of responsibility.
- 1.3. Access and follow organisational procedures relating to tasks.
- 1.4. Break down tasks into manageable components for completion.

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| 2. Complete personal work requirements. | 2.1. Prioritise tasks according to organisational procedures. |
| | 2.2. Complete tasks within specified timelines and to required quality standard. |
| 3. Respond to changes in personal work requirements. | 3.1. Identify changes to personal work requirements and reprioritise tasks. |
| | 3.2. Seek assistance from relevant personnel to confirm change in priorities. |
| | 3.3. Communicate changes impacting current task completion to relevant personnel. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

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|----------------------------|---|
| Reading skills to: | <ul style="list-style-type: none">• interpret plain English documents that outline procedures relating to personal work requirements. |
| Numeracy skills to: | <ul style="list-style-type: none">• calculate estimated time to complete tasks. |
| Self-management skills to: | <ul style="list-style-type: none">• manage own speed, timing and productivity. |

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for SIRXIND003 Organise personal work requirements

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

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