

	Unit ID: 2125
Domain	WHOLESALE AND RETAIL FRONTLINE SUPERVISION
Title:	Prioritise time and work for self and team
Level: 3	Credits: 5

Purpose

This unit standard is intended for those who prioritise time and work for self and team. People credited with this unit standard are able to create a task list, prioritise personal and team tasks, use and maintain a diary, and implement and maintain personal and team task list.

This unit standard is intended for people who carry out work in the wholesale and retail operations.

Special Notes

1. Entry information:
Prerequisite:
None
2. This unit standard is to be delivered and assessed in the context of Wholesale & Retail operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment evidence may be collected from a real workplace, or simulated workplace in which wholesale and retail functions are carried out.
4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11 of 2007
 - Occupational Health and Safety Regulations relating to employees at work schedule 1(1) Act 11 of 2007, Regulation No. 156, 1992)

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Create a task list

Performance Criteria

- 1.1 Purpose of a task list is explained.
- 1.2 A task list is produced and sequenced to meet task requirements.
- 1.3 Information and documentation required are recorded on the task list and flagged for further action.

Element 2: Prioritise personal and team tasks

Performance Criteria

- 2.1 Criteria for prioritising tasks are explained according to organisational, personal goals and values.
- 2.2 Information is recorded systematically according to organisational practice.
- 2.3 Resources and the acquisition thereof are identified according to the task list.

Element 3: Use and maintain a diary

Performance Criteria

- 3.1 Purpose of keeping a diary is explained.
- 3.2 Information is recorded systematically in the diary.
- 3.3 Actions are taken according to diary entries.

Element 4: Implement and maintain personal and team task list

Performance Criteria

- 4.1 Team members are assigned tasks according to the task list.
- 4.2 Task list is followed and amended where necessary.
- 4.3 New tasks are added to the task list where necessary and all outstanding work is reprioritised.
- 4.4 Work of team members is monitored to meet organisational requirements.
- 4.5 Completed tasks are reported to the authority and checked off the task list.

Registration Data

Subfield:	Wholesale and Retail
Date first registered:	14 March 2019
Date this version registered:	14 March 2019
Anticipated review:	2024
Body responsible for review:	Namibia Training Authority