

	<b>Unit ID: 98</b>
<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>
<b>Title:</b>	<b>Participate in a team to achieve allocated tasks in an office environment</b>
<b>Level: 1</b>	<b>Credits: 3</b>

### Purpose

This unit standard specifies the competencies required to participate in a team in an office environment. It involves the completion of allocated tasks in a team situation. This unit standard is intended for people working in an office environment.

### Special Notes

1. Entry information  
Prerequisite
  - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of working effectively in a team situation to complete work. Assessment evidence may be collected from completion of two tasks within a specified timeframe.
3. Assessment evidence may be collected from a workplace, simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

### 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](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1: Participate in a team to achieve allocated tasks in an office environment**

#### **Performance Criteria**

- 1.1 Tasks of the team are identified.
- 1.2 Tasks allocated to the individual as part of a team are identified.
- 1.3 Allocated tasks are completed within designated timelines.
- 1.4 Assistance is sought from other team members when difficulties in achieving allocated tasks arise.
- 1.5 Information and feedback provided by others in the workgroup is acknowledged.

#### **Registration Data**

<b>Subfield:</b>	Business Services
<b>Date first registered:</b>	28 September 2006
<b>Date this version registered:</b>	28 September 2006
<b>Anticipated review:</b>	2011
<b>Body responsible for review:</b>	Namibia Training Authority