

Domain	OFFICE ADMINISTRATION	Unit ID: 113
Title:	Coordinate own work schedule with that of others to achieve team goals as part of office procedures	
Level: 3		Credits: 3

Purpose

This unit standard specifies the competencies required to coordinate an individual work schedule with that of others to achieve team goals as part of office procedures. It includes developing of own work schedule to achieve team goals and coordinating of own work schedule with the rest of a team. This unit standard is intended for people who work 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 requires evidence of clarifying goals with team members, establishing priorities and completing tasks within a specified time frame.
3. Assessment evidence may be collected from a real workplace or a 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

Elements and Performance Criteria

Element 1: Develop own work schedule to achieve team goals

Performance Criteria

- 1.1 Team goals are clarified and agreed upon by all team members.
- 1.2 Personal contributions to team goals are identified.
- 1.3 Personal work schedule is negotiated in agreement with respective person and team members, as required.

Element 2: Coordinate own work schedule with rest of team

Performance Criteria

- 2.1 Priorities are established through discussions with team members.
- 2.2 Timelines are determined and set.
- 2.3 Individual tasks are prioritised through discussion with rest of team.
- 2.4 Individual tasks and priorities are reviewed.
- 2.5 Individual tasks are completed within a specified timeframe.

Registration Data

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