

<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>	<b>Unit ID: 122</b>
<b>Title:</b>	<b>Coordinate team projects as part of office procedures</b>	
<b>Level: 4</b>		<b>Credits: 4</b>

### Purpose

This unit standard specifies the competencies required to coordinate team projects as part of office procedures. It includes planning team work, allocating of tasks to team members, monitoring team performance and identifying training needs of team members. It 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, evidence is required of organising and planning team work, allocating tasks and responsibilities to team members, monitoring and reporting on team performance and identifying training needs.
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](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Plan team work**

#### **Performance Criteria**

- 1.1 Strategies for setting goals of the team are identified.
- 1.2 Goals and responsibilities of team are discussed and agreed upon with manager.
- 1.3 Resources required are identified.
- 1.4 Standards of performance required by team and individuals are established.
- 1.5 The reporting requirements of the tasks are determined.

### **Element 2: Allocate tasks to team members**

#### **Performance Criteria**

- 2.1 Tasks and responsibilities are allocated to team members.
- 2.2 Strategies for achieving goals are discussed and agreed upon by team.
- 2.3 Timeframe for tasks are set.

### **Element 3: Monitor team performance**

#### **Performance Criteria**

- 3.1 Agreed timeframe for completion of tasks are reviewed timeously.
- 3.2 Alternative strategies to achieve team tasks are implemented if necessary.
- 3.3 Standards of performance and reporting requirements are reviewed.
- 3.4 Feedback is provided to individual team members.

### **Element 4: Identify training needs of team members**

#### **Performance Criteria**

- 4.1 Training needs of team members are identified in consultation with staff members.
- 4.2 Appropriate resources are sourced and allocated to enable training to take place.

## **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