Competence 5.
Effective Organisation & Time Management
You will need to know and understand:
Level 3 and 4
1. How to plan, organise and prioritise your own time to enable you to perform work activities effectively to meet deadlines
2. How to organise and present work to others
3. The benefits of using your own initiative in the work environment
4. The importance of responding promptly and appropriately to meet the needs of others
5. The need to adjust plans and activities unexpectedly in a timely and flexible manner
6. Different ways in which your own development can be planned and structured
7. The importance of checking and using any risk assessments prior to beginning work activities
8. How to check for hazards and health, safety and security risk whilst you are working

Level 5
9. The importance of making time available to supervise and support others
10. Factors that need to be managed when arranging and co-ordinating learning and development opportunities for others
11. The importance of selecting, preparing and setting out essential resources safely, efficiently and in accordance with relevant protocols and local/national guidelines

NOS ref: HT4, GEN36, GEN62, GEN97, GEN13, CHS148, HSC22, PHP05, 030NLaD06, GEN6, HSC440

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