

## **Evidence requirements**

### **Unit A1: Manage your own resources**

#### **Outcomes of effective performance**

You must be able to do the following:

- 1 Identify and agree the requirements of your work-role with those you report to.
- 2 Discuss and agree personal work objectives with those you report to and how you will measure progress.
- 3 Identify any gaps between the requirements of your work-role and your current knowledge, understanding and skills.
- 4 Discuss and agree, with those you report to, a development plan to address any identified gaps in your current knowledge, understanding and skills.
- 5 Undertake the activities identified in your development plan and discuss, with those you report to, how they have contributed to your performance.
- 6 Get regular and useful feedback on your performance from those who are in a good position to judge it and provide you with objective and valid feedback.
- 7 Discuss and agree, with those you report to, any changes to your personal work objectives and development plan in the light of performance, feedback received, any development activities undertaken and any wider changes.
- 8 Check, on a regular basis, how you are using your time at work and identify possible improvements.
- 9 Ensure that your performance consistently meets or goes beyond agreed requirements.