

Title	Plan, allocate and monitor work of a team				
Ofqual unit ref	Y/600/9669				
Level	3	Credit value	5	GLH	25
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
<p>1 Be able to plan work for a team.</p> <p>2 Be able to allocate work across a team.</p> <p>3 Be able to manage team members to achieve team objectives.</p> <p>4 Be able to monitor and evaluate the performance of team members.</p> <p>5 Be able to improve the performance of a team.</p>			<p>1.1 Agree team objectives with own manager.</p> <p>1.2 Develop a plan for a team to meet agreed objectives, taking into account capacity and capabilities of the team.</p> <p>2.1 Discuss team plans with a team.</p> <p>2.2 Agree work allocation and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members.</p> <p>2.3 Agree standard of work required by team.</p> <p>3.1 Support all team members in order to achieve team objectives.</p> <p>4.1 Assess team members' work against agreed standards and objectives.</p> <p>4.2 Identify and monitor conflict within a team.</p> <p>4.3 Identify causes for team members not meeting team objectives.</p> <p>5.1 Identify ways of improving team performance.</p> <p>5.2 Provide constructive feedback to team members to improve their performance.</p> <p>5.3 Implement identified ways of improving team performance.</p>		
Unit purpose and aim(s)			n/a		