



Unit title: Planning and Monitoring Own Workload

SQA code: J8D8 45

SCQF level: 5

SCQF credit points: 4

History of changes

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Version number	Date	Description of change	Authorised by

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Unit template: December 2022.

Unit Specification

Planning and monitoring own workload

URN: SDS 0485

SCQF Level: 5 | SCQF Credit: 4

Goal of Unit:

To effectively plan and monitor own workload to meet organisational objectives.

Brief outline:

This is about prioritising, planning and monitoring work activities effectively to meet objectives and deadlines which have been assigned in the workplace. This covers the need to plan according to resource availability and priority whilst maintaining strong time management and communication awareness.

Performance Requirements

1. Prioritising own work activities according to importance and urgency in line with required workload and organisational plans, policies and procedures
2. Allocating estimated time-frames for own work activities in line with organisational plans and deadlines
3. Making sure necessary resources are available for own work activities in line with organisational plans and deadlines
4. Liaising with and updating relevant colleagues regarding progress with own workload in line with organisational policies and procedures
5. Monitoring work activities to identify own progress against plans in line with organisational policies and procedures
6. Updating own workload records in line with organisational policies and procedures
7. Reflecting on outcomes of own workload planning and monitoring to support own development and make improvements

Knowledge and understanding requirements

1. How to prioritise own workload according to urgency and importance and organisational plans
2. Purpose and benefits of planning own workload
3. Importance of planning flexibly and monitoring own time effectively
4. How to identify and select available resources to achieve own workload and the importance of this
5. Why and when it is important to keep colleagues informed of progress against own workload
6. Why it is important to monitor own workload and record changes
7. How to effectively reflect on own work activities to support personal and professional development and make improvements

Adapted from CFASAD111