**Title:** MANAGE OWN WORK AND LEARNING

**Unit Code:** CUECOR1A

This unit describes the skills and knowledge required to effectively manage one's own work and learning, including development of time management skills and responding to feedback.

**HSC Indicative Hours:** 5

**Methods and Context of Assessment**

This unit may be assessed on the job, in simulated situations or in a combination of on and off the job.

**Critical aspects of Evidence**

Evidence to demonstrate consistent achievement of this unit’s outcomes includes:
- Planning own work and responding flexibly to changing circumstances
- Communicating effectively with colleagues within the range of situations required for the job role
- Applying strategies for personal skill development

**Concurrent Assessment**

This unit may be assessed concurrently with the following units of competency:
- Work with others
- Work in a socially diverse environment
- Apply industry and organisation knowledge

**Resource Requirements**

Competency in this unit should be demonstrated using:
- Access to a system (manual or computerised) for developing and maintaining work records
- Access to information on and off the job training

**Key Terms and Concepts:**
- Priorities
- Deadlines
- Learning needs
- Feedback
- Review
- Appraisal
- Schedule
- Mentor
- Record of meeting
- Stress management
- Career paths
- Organisational objectives
- Work requirements
- Career aspirations
- Work performance
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<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
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| 1. Develop personal time management skills | • Priorities and deadlines are established in consultation with others as appropriate  
• Time is planned so that tasks are completed according to order of priority and within established deadlines  
• Work is re-prioritised effectively as necessary to accommodate important workload variations  
• Details of work tasks and commitments are documented accurately  
• Basic work records are effectively maintained  
• Any variations and difficulties affecting work requirements are identified through regular reviews and appropriate personnel are informed | The following variables may apply:  
Basic work records may include:  
• diary entries  
• work schedules  
• time sheets  
• file notes  
• reports  
• general in-house correspondence (memos, notes, email)  
• records of meetings  
• rehearsals, engagements  
• petty cash transactions  
• ticketing sales  
• marketing sales  
• box office summaries | UNDERPINNING KNOWLEDGE AND SKILLS  
• Skills and knowledge are required in:  
• organising information clearly, concisely and logically  
• knowledge of effective communication to listening, questioning and non-verbal communication  
• knowledge of and ability to apply time management  
• stress management  
• knowledge of career paths which are possible within the entertainment industry within and across the various industry sectors  
• career path planning including preparation and application for a job and interview techniques | Learning experiences for the HSC must address:  
- Understanding of procedures required for detailing work tasks and maintaining work records for those listed in the Range of Variables  
- Understanding of time management concepts and factors affecting variations to workload or routine  
Understanding of how to organise work in terms of:  
- Prioritising  
- Time management  
- Negotiations  
- Completed time frame  
- Individual needs  
- Group needs  
- Understanding of the importance of successful teamwork  
- Understanding of the importance of planning and organising work on a daily, weekly or monthly basis |
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| 2. Manage own learning | • Steps are taken in consultation with appropriate personnel to identify own learning needs  
• Opportunities to meet identified learning needs are identified and appropriate action taken in consultation with the 2.3 Evidence of on and off the job learning is documented and collated | Appropriate personnel may include:  
• managers  
• supervisors  
• peers (inside and outside the organisation)  
• mentors | Learning experiences for the HSC must address:  
- An understanding of learning as an ongoing process, how to identify knowledge and skill gaps and how to identify opportunities which meet potential learning needs |

3. Receive and act constructively on personal feedback | • Suggestions on ways to improve work are sought regularly from appropriate personnel  
• Feedback is acted upon as required to improve work performance | Own learning needs may include:  
• gaps in skills and knowledge for present or to fulfil career aspirations  
• need to obtain competencies to meet current and future organisational objectives  
Learning may take place through a range of experiences, activities and processes through which people acquire new skills and knowledge. | Learning experiences for the HSC must address:  
- An understanding of the importance of feedback in the learning process and identification of various avenues and strategies for feedback to inform follow-up actions |

KEY COMPETENCIES

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<tr>
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<th>LEVEL</th>
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<tr>
<td>Collecting, analysing and organising ideas and information</td>
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<tr>
<td>Communicating ideas and information</td>
<td>1</td>
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<tr>
<td>Planning and organising activities</td>
<td>1</td>
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<tr>
<td>Working with others and in teams</td>
<td>1</td>
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<tr>
<td>Solving problems</td>
<td>1</td>
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