

Golf Course Supervisor

UNIT 14

Manage your own resources

Overview

The aim of this unit is to provide the learner with the knowledge, understanding and skills to undertake their work role and review their performance against agreed objectives.

	Learner Outcomes		Assessment Criteria
	The learner will:		The learner can:
1	be able to manage their own resources	1.1	identify and agree the requirements of their work role with those they report to
		1.2	discuss and agree personal work objectives with those they report to and how they will measure progress
		1.3	identify any gaps between the requirements of their work role and their current knowledge, understanding and skills
		1.4	discuss and agree, with those they report to, a development plan to address any identified gaps in their current knowledge, understanding and skills
		1.5	undertake the activities identified in their development plan and discuss, with those they report to, how they have contributed to their performance
		1.6	get regular and useful feedback on their performance from those who are in a good position to judge it and provide you with objective and valid feedback

		1.7	discuss and agree, with those they report to, any changes to their personal work objectives and development plan in the light of performance, feedback received, any development activities undertaken and any wider changes
		1.8	check, on a regular basis, how they are using their time at work and identify possible improvements
		1.9	ensure that their performance consistently meets or goes beyond agreed requirements
2	be able to use appropriate behaviours to manage their own resource	2.1	demonstrate that they recognise changes in circumstances promptly and adjust plans and activities accordingly
		2.2	demonstrate that they prioritise objectives and plan work to make best use of time and resources
		2.3	demonstrate that they take personal responsibility for making things happen
		2.4	demonstrate that they take pride in delivering high quality work
		2.5	demonstrate that they agree achievable objectives for themselves and give a consistent and reliable performance
		2.6	demonstrate that they can find practical ways to overcome barriers
		2.7	demonstrate they make best use of available resources and proactively seek new sources of support when necessary
3	know and understand how to manage their own resources using general knowledge	3.1	demonstrate why managing their resources (particularly knowledge, understanding, skills and time) is important
		3.2	demonstrate how to identify the requirements of a work role
		3.3	demonstrate how to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)

		3.4	demonstrate how to measure progress against work objectives
		3.5	demonstrate how to identify development needs to address any identified gaps between the requirements of their work role and their current knowledge, understanding and skills
		3.6	demonstrate what an effective development plan should contain
		3.7	demonstrate the type of development activities which can be undertaken to address identified gaps in knowledge, understanding and skills
		3.8	demonstrate how to identify whether/how development activities have contributed to their performance
		3.9	demonstrate how to get and make effective use of feedback on their performance
		3.10	demonstrate how to update work objectives and development plans in light of performance, feedback received, any development activities undertaken and any wider changes
		3.11	demonstrate how to record the use of their time and identify possible improvements
4	know and understand how to manage their own resources using industry and sector specific knowledge	4.1	show that they know and understand the industry/sector requirements for the development or maintenance of knowledge, understanding and skills
5	know and understand how to manage their own resources using context specific knowledge	5.1	show that they know the agreed requirements of their work role including the limits of their responsibilities
		5.2	show that they know their agreed personal work objectives
		5.3	show that they know the reporting lines in their organisation
		5.4	show that they know and understand their current knowledge, understanding and skills

		5.5	show that they can identify gaps in their current knowledge, understanding and skills
		5.6	show that they know and understand their personal development plan
		5.7	show that they know their organisations policy and procedures in terms of personal development
		5.8	show that they know the available development opportunities and resources in their organisation
		5.9	show that they understand possible sources of feedback in their organisation