CHECKLIST – UNDERSTANDING ORGANISING AND DELEGATING IN THE WORKPLACE

<table>
<tr><td colspan="2" align="center">SUGGESTED WORD COUNT RANGE: 3,100-3,700*</td></tr>
<tr><td colspan="2">Learning outcome, section 1: Understand how to organise people to achieve objectives</td></tr>
<tr><td>Assessment criteria (AC)</td><td align="center">How to pass notes</td></tr>
<tr>
<td>AC 1.1
Explain the importance of making effective and efficient use of people's knowledge and skills while planning a team's work to achieve objectives.</td>
<td>

☐ Explain how to make **effective** and **efficient** use of people's **knowledge** and **skills**.
☐ Explain why this is important when planning a team's work.
☐ Ensure there is at least an implicit link to how this helps teams achieve your objectives.
☐ Address the following key words/topics in your answer: 'efficient', 'effective', 'knowledge', 'skills', 'planning' and 'objectives'.
</td>
</tr>
<tr>
<td>AC 1.2
Explain how to identify the appropriate person for an activity in the workplace.</td>
<td>

☐ Identify at least two methods/ways to identify an appropriate person for an activity in the workplace.
☐ Explain how you use this method and why this is an effective way to identify the appropriate person.
</td>
</tr>
<tr>
<td>AC 1.3
Explain how human resource planning can be used to assure output and quality in the workplace.</td>
<td>

☐ Explain in detail, how at least two methods of human resource planning can be used to assure output and quality in the workplace.
☐ Ensure you go further than just explaining why human resource planning is important. You must explain **how** the methods are used.
</td>
</tr>
<tr><td colspan="2">Learning outcome, section 2: Understand how to delegate to achieve workplace objectives</td></tr>
<tr><td>Assessment criteria (AC)</td><td align="center">How to pass notes</td></tr>
<tr>
<td>AC 2.1
Explain how to delegate tasks effectively.</td>
<td>

☐ Correctly explain how to use a process to delegate tasks *(i.e. SMART, Delegate/Innovate/Reject)*. The 'how' is important here. Just describing the principal features of SMART or Delegate/Innovate/Reject is not enough to pass.
☐ Explain why following this process ensures that the delegation of a task is effective.
☐ Describe how the manager would communicate this process/task to the delegatee to ensure the task is delegated effectively (i.e. which channel might they use? Email, one-to-one etc.).
</td>
</tr>
</table>

AC 2.2 Describe the benefits of empowerment in the workplace.	☐ Describe at least two benefits of empowerment in the workplace. These might be benefits to the individual, the manager, the team/department, the customer/client, the organisation, or any combination of these groups.
AC 2.3 Identify barriers to delegation and how these can be overcome.	☐ Identify at least two distinctly different barriers to delegation. ☐ Identify how each of these barriers can be overcome.
AC 2.4 Explain a technique that could be used to monitor the outcomes of delegation in the workplace.	☐ Correctly explain how to use one technique to monitor the outcomes of a delegated task *(e.g. one-to-ones, statistics etc.).* ☐ Explain why this is a good technique for monitoring delegation in the workplace.

Verb guide
The verbs below are used in questions and will guide you on the level of detail required in your answer.

Identify	Describe	Explain	Assess
List the topic(s) or issue(s) and provide a supporting sentence to expand on them and add extra detail.	What something looks like, for example, its key features.	A description of the topic with a detailed justification of how and why these things are achieved.	Making a judgement based on a set criterion supported by objective evidence.

*Assignment word count

Your assignment should be between 3,100 and 3,700 words. You may go over this amount by up to 20% to reach a maximum total of 4,440 words.

Please note:
• If your assignment is longer than 4,440 words you will be requested to shorten it.
• If your word count is significantly below 3,100 words it is unlikely that you have included enough detailed information to pass.

The word count guidelines aim to ensure focus and clarity in your writing and help you judge how much detail you need to include.