

Learning Assessment Guide

Unit Standard 16614 – Version 2

Apply time management concepts and methods in business situations

Level 4 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Evaluate current use of time and plan for improvements.
- Apply techniques and measures to improve use of time in business situations.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Manager's Verification Form.
- An Assessment Schedule that the assessor will use to assess your competence.

Special notes relating to this unit standard:

The evidence provided must relate to performance in the workplace.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to evaluate current use of time and plan for improvements.

Instructions

- This task consists of assembling a portfolio of evidence in five areas and discussing it with your assessor.

Part One

- Using **two** measurement techniques, examine your current use of personal and work time. Measurement techniques may include:
 - a time log
 - activity sampling
 - Pareto 80/20 diagram
 - diary analysis
- Effective use of your time is to be based upon the following four considerations:
 - importance
 - urgency
 - payoff
 - highly productive and less productive time
- Provide evidence of your use of these techniques in your portfolio.

Part Two

- Using the results of Task One calculate the money value of your time and provide the following hourly values:
 - direct remuneration costs per hour
 - total remuneration costs per hour, including overheads
 - charge out rates per hour, including profit margins

Include your calculations in your portfolio.

Part Three

- Look at your evaluation of your use of time in Part One. Analyse the data so that you may set goals and identify opportunities for improvement. Analysis may include:
 - incremental improvements.
 - are your time frames realistic?
 - do you anticipate deadlines?
 - what are your organisational constraints?
 - do you plan for unforeseen crises and contingencies
 - suitable methods of measurement for goal achievement or progress checkpoints
- Include your analysis in your portfolio.

Part Four

- Set goals for the following weeks according to their:
 1. urgency
 2. importance
 3. strategic value to the organisation
- Make notes of the processes used to complete this prioritisation and your reasons for your rankings.
- Your prioritisation will need to show evidence of the consideration of a contemporary aid, such as the Time Management Matrix, Pareto 80 / 20 diagram.
- Add this information to your portfolio and discuss this process and your priorities with your assessor.

Part Five

- Using the goals you set for Part Four, you are now required to formulate a plan of action for the coming weeks.
- Write a plan, incorporating your goals and priorities, that will help you to:
 - (a) maintain a focus on improvement in your use of time; and
 - (b) increase your personal control over time and work demands.
- Discuss your plan with your assessor.

The completed assessment for task one will include:

- A portfolio containing evidence from sections of the above Task.
- Manager's Verification Form.
- Assessor's Notes.

Manager Verification Form

Name of Learner:			
Name of Verifier			
Position		Phone	

_____ (name of learner) is currently being assessed toward Unit Standard 16614 'Apply time management concepts and methods in business situations'.

The learner must compile a portfolio that includes:

- An evaluation and analysis of their use of time.
- Calculations of the monetary value of their use of time.
- Goals for the coming weeks.

Your signature below confirms that the contents of the portfolio are the learner's own work, and are within the requirements of your organisation.

Comments

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The assessor may contact you to discuss the learner's performance.

Signed:

Date:

Thank you for your assistance.

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to apply techniques and measures to improve use of time in business situations.

Instructions

- Over a period of at least one week monitor your use of time. You may wish to use all or part of the plan you set in the previous task. Complete the following chart and hand to your assessor for discussion. You may copy it as many times as you wish to fit all your goals.
- As you have evaluated your use of time in task one, an improvement in your use of time should be achieved.
- You must consider the following when setting your priorities, deadlines and schedules.
 - Considering your biological clock
 - Stress reduction
 - Managing work/life balance
 - Organising shift work.
- You must also include at least **three** measures for minimising unproductive time and overload. Techniques may include:
 - Delegation
 - Contingency planning
 - Managing meeting times.
- All techniques and measures must then be evaluated in terms of their effectiveness and for planning future improvements in your time management. Briefly note your evaluation on the table and discuss further with your assessor.

The completed assessment for task two will include:

- Completed Time Log worksheet.
- Assessor's notes.

Assessment Task Two Time Log

Task	Priority / Deadline	Considerations when setting priority	Measure for minimising unproductive time *	Evaluation	Complete (✓)

* May not be relevant to all tasks but three measures must be implemented

Assessment Guide

The following guide will be used to assess your competence with unit standard 16614.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>This task involves the learner creating a portfolio of evidence that they have evaluated their current use of time and planned for improvements.</p>	<p>Completed portfolio.</p> <p>Assessor's notes resulting from discussion of the portfolio contents with the learner.</p> <p>Signed Manager/s Verification Form.</p>	<p>Learner uses at least two techniques to measure the effectiveness of their personal and work time. Techniques may include:</p> <ul style="list-style-type: none"> • a time log. • activity sampling • Pareto 80/20 diagram • diary analysis. <p>Degree of effectiveness includes considerations of:</p> <ul style="list-style-type: none"> • importance • urgency • payoff • highly productive and less productive time. <p>Learner calculates the money value of their time based on their evaluation to show the economic value of time. Money value of time includes but is not limited to:</p> <ul style="list-style-type: none"> • Direct remuneration costs per hour • Total remuneration costs per hour (including overheads) • Charge out rates per hour (including profit margin). <p>Learner's analysis identifies areas for improvement and allows goal setting. Analysis may include but is not limited to:</p> <ul style="list-style-type: none"> • Incremental improvement • Realistic timeframes • Anticipation of deadlines • Organisational constraints • Unforeseen crises and contingencies • Suitable methods of measurement for goal achievement • Progress checkpoints.

Task / Element	Evidence required	Judgement
		<p>Learner sets goals that are prioritised according to urgency, importance and strategic value to the company. Prioritisation may include consideration of contemporary aids such as the Time Management Matrix, Pareto 80/20 diagram.</p> <p>Learner's goals focus on improvement and control over time and work demands.</p>
<p>Task 2 / Element 2</p> <p>This task involves the learner monitoring their use of time and applying techniques and measures to improve upon it.</p>	<p>Completed Time Log worksheet.</p> <p>Assessor's notes resulting from discussion of the Time Log with the learner.</p>	<p>An improvement in the learner's use of time should be apparent.</p> <p>Learner considers the following when setting priorities, schedules and deadlines.</p> <ul style="list-style-type: none"> • consideration of biological clocks • stress reduction • managing work/life balance • organising shift work. <p>Learner applies three measures to minimise overload and unproductive time. These may include:</p> <ul style="list-style-type: none"> • delegation • contingency planning • managing meeting times. <p>Learner evaluates the techniques and measures they have used and identifies further areas of improvement.</p>