

LANCU5

Maintain and develop personal performance



Overview

This standard is about your personal performance within the workplace. This relates to achieving certain targets and finishing specific tasks. It also relates to the quality of your work. You will need to discuss your work with an appropriate person.

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Performance criteria

- You must be able to:*
- P1 carry out your work in accordance with your responsibilities and organisational requirements
 - P2 seek advice from the appropriate person if clarification is required concerning specific tasks
 - P3 agree personal performance targets with the appropriate person
 - P4 agree your development needs and methods of meeting these needs with the appropriate person
 - P5 develop your personal performance according to your agreed targets, development needs and organisational requirements
 - P6 review your personal performance with the appropriate person at suitable intervals

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Knowledge and understanding

You need to know and understand:

- K1 the tasks and activities that you are responsible for
- K2 the limits of your responsibility in relation to specific tasks and activities
- K3 from whom you should obtain advice in relation to specific tasks and activities
- K4 the correct procedures for obtaining advice
- K5 the risks involved in not obtaining advice where you are unclear about specific tasks and activities
- K6 how to determine and agree development needs and personal targets
- K7 the reasons why personal performance should be reviewed

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