inseta
INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY

Learner Name	
ID Number	
Organisation	

FORMATIVE ASSESSMENT:
LEARNER WORK FILE VERSION 1

Unit Standard Title: **Manage own Work Performance in relation to an Organisation's Performance Management System**

Unit Standard No: **117133**

Unit Standard Credits: **2**

NQF Level: **3**

Mark information:

Specific Outcome/Section	1	2	3	4	5	Total	%	C / NYC
Maximum marks	22	14	24	9		69	100	

Formative Activities:

Section 1: 22 marks
Activity 1

Why is it important to manage performance formally within an organization?

(2)

Activity 2

Describe your organization's performance management system based on:
- the process;
- its underlying principles including consequence management;
- its contribution to the achievement of Business Objective ;
- its effectiveness to create discussion opportunities between manager and subordinate;
- the strengths of the current system;
- the weaknesses of the current system.

(12)

NOTE: *If you do not have any documents in place, think about what kind of documents should be in place, the kind of information that the documents should contain and how this would contribute to the efficient running of the business.*

Activity 3

Do you think your organization's performance management system is working? Substantiate your answer.

(3)

Activity 4

What suggestions can you make to improve the current system?

(5)

Section 2: 14 marks
Activity 5

Study your current work profile / job description. List your key performance areas and interpret them in terms of the skills, tasks behaviours, time spent and impact on your overall work performance. Attach your work profile to your Portfolio of Evidence

(8)

Activity 6

Choose two of the key performance areas that you have mentioned in Activity 5. Formulate two specific measureable goals for each of the KPA's. Complete your answer in the table below:

(6)

Key Performance Area:	Specific Measureable Goals:

Section 3: 24 marks
Activity 7

Refer to your KPA's that you have listed in Activity 5. Rate yourself against each one in order to see where you can improve your work performance. Use the following table to record your self-assessment

(5)

| |
| |
| |

Key Performance Areas (KPA's)	Excellent	Good	Average	Poor

Activity 8

What is your goal in terms of your career development? Where do you see yourself in 5 years time?

(2)

| |
| |

Activity 9

Indicate the support structures and training opportunities that exist in your organisation as a means of improving your work performance and achieving your career goals

(2)

Activity 10

Write a report on your own performance in your organisation and job role. Ensure that your workplace supervisor / mentor signs off your report as proof that you have given feedback on your own performance to the relevant people in the organisation / workplace.

(10)

Activity 11

Retrieve your last Performance Appraisal document. Read carefully through the feedback that you have received during the performance appraisal session. Briefly discuss the feedback that you have received in the performance appraisal (from your own point of view). If possible, attach a copy of the Performance Appraisal document to your Portfolio.

(5)

Section 4: 9 marks
Activity 12

In this activity, you must provide evidence on how you would monitor your own performance in the workplace. Please provide the following evidence or explanations on how you would do this:
- A document that you can utilise as a plan to monitor your own performance for a specified period (attach the document to your Portfolio)
- Implementation of the above plan, i.e. evidence that you have monitored your own performance over a period (e.g. a month) against specific objectives or KPA's (attach the document to your Portfolio).

(6)

Activity 13

In your organisation, what are the consequences of not meeting your KPA objectives? Refer to your organisation's disciplinary policy.

(3)

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

REGISTERED UNIT STANDARD:

Manage own work performance in relation to an organisation's performance management system

SAQA US ID	UNIT STANDARD TITLE			
117133	Manage own work performance in relation to an organisation's performance management system			
ORIGINATOR	**ORIGINATING PROVIDER**			
SGB Insurance and Investment				
QUALITY ASSURING BODY				
-				
FIELD		**SUBFIELD**		
Field 03 - Business, Commerce and Management Studies		Finance, Economics and Accounting		
ABET BAND	**UNIT STANDARD TYPE**	**PRE-2009 NQF LEVEL**	**NQF LEVEL**	**CREDITS**
Undefined	Regular	Level 3	NQF Level 03	2
REGISTRATION STATUS	**REGISTRATION START DATE**	**REGISTRATION END DATE**	**SAQA DECISION NUMBER**	
Reregistered	2012-07-01	2015-06-30	SAQA 0695/12	
LAST DATE FOR ENROLMENT	**LAST DATE FOR ACHIEVEMENT**			
2016-06-30	2019-06-30			

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any

references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for all employees whose performance is managed within a specific work environment.

The qualifying learner is capable of:
☐ Investigating an organisations performance management system.
☐ Interpreting own work profile in order to align performance to an organisation's performance management system.
☐ Evaluating own work performance and behaviour in relation to the requirements of a specific position.
☐ Monitoring own performance.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

There is open access to this unit standard. Learners should be competent in Communication and Mathematical Literacy at Level 2.

UNIT STANDARD RANGE

The typical scope of this unit standard is skills, knowledge, values and attitudes relating to a specific work role in an organisation. The time period should relate to a specific organisation's policies, procedures and performance management system.

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Investigate an organisation's performance management system.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

An organisation's vision and mission statements are interpreted and an indication is given of how a business unit and a specific work position contribute to the organisation's overall goals and ethos.

ASSESSMENT CRITERION 2

The performance management system used in an organisation is explained and an indication is given of why it is important to manage performance.

ASSESSMENT CRITERION 3

Strengths and weaknesses of the performance management system are identified and suggestions are made for possible improvement.

SPECIFIC OUTCOME 2

Interpret own work profile in order to align performance to an organisation's performance management system.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The work profile for a specific position is interpreted in terms of key performance areas and behaviours.

ASSESSMENT CRITERION 2

The key performance areas for a specific work position are interpreted in terms of the skills, tasks, behaviours, time spent and impact on overall work performance.

ASSESSMENT CRITERION 3

Specific measurable goals are set for each key performance area.

SPECIFIC OUTCOME 3

Evaluate own work performance and behaviour in relation to the requirements of a specific position.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Own strengths and weaknesses are assessed in relation to the key performance areas, attitudes and behaviours in order to improve work performance.

ASSESSMENT CRITERION 2

Own goals in terms of career development are identified for a selected career path.

ASSESSMENT CRITERION 3

Support structures and training opportunities are explored as a means of improving work performance and achieving career goals.

ASSESSMENT CRITERION 4

Feedback on own performance is given to significant others in the organisation with evidence of particular achievements.

ASSESSMENT CRITERION 5

Feedback from significant others in the organisation is interpreted and aligned to

own view of performance in order to develop a personal action plan.

SPECIFIC OUTCOME 4
Monitor own performance.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1
A plan to monitor own performance is developed for a specified period.

ASSESSMENT CRITERION 2
Own performance is monitored over a limited period against specific objectives or key performance indicators.

ASSESSMENT CRITERION 3
The consequences of not meeting key performance area objectives are explained with reference to an organisation's disciplinary policy.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS
This Unit Standard will be internally assessed by the provider and moderated by a moderator registered by a relevant accredited ETQA or an ETQA that has a Memorandum of Understanding with the relevant accredited ETQA.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE
N/A

UNIT STANDARD DEVELOPMENTAL OUTCOME
N/A

UNIT STANDARD LINKAGES
N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING
The learner is able to identify and solve problems in evaluating own strengths and weaknesses, setting goals and developing a plan to monitor own performance.

UNIT STANDARD CCFO COMMUNICATING
The learner is able to communicate effectively in providing feedback on own performance.

UNIT STANDARD CCFO DEMONSTRATING

The learner is able to demonstrate an understanding of the world as a set of related systems by identifying own role in the achievement of an organisation's vision and mission.