

APPLY PRINCIPLES OF MANAGEMENT

UNIT CODE: BUS/OS/AC/CC/05/6

UNIT DESCRIPTION

This unit specifies the competencies required to apply principles of management. It involves demonstrate understanding management thought, planning business function, organize business function, performing Staffing function, directing business function and controlling business function.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the range.</i>
1. Demonstrate understanding management thought	1.1 Scientific approach is identified as per the SOPs 1.2 General administrative approach is established as per the SOPs 1.3 Behavioral approach is established as per the SOPs 1.4 Business environment is identified as per the industry
2. Plan business function/Perform planning function	2.1 Planning process is established as the organizational requirements. 2.2 Types of planning are determined as SOPs. 2.3 Decision making process are established as per the SOPs
3. Organize business function	3.1 Principles of organizing are established as per the SOPs. 3.2 Process of organizing is determined as per the SOPs 3.3 Organizational structures are developed as per the work place requirements 3.4 Authority, responsibility and power is established as per the organizational requirement. 3.5 Delegation process is established as per the SOPs 3.6 Coordination process is determined.
4. Perform Staffing function	4.1 Recruitment and selection are carried out as per the organizational requirements. 4.2 Training and development are carried out as per the work place procedures 4.3 Performance appraisal is conducted as per the work place objectives. 4.4 Reward and compensation are administered as per the

	work place requirements. 4.5 Separation process is carried out as per the work place requirements.
5. Direct business function	5.1 Directing process is identified and established as per the SOPs. 5.2 Leadership styles are determined as per the work place needs. 5.3 Supervision is carried out par the work place requirements 5.4 Motivation process is determined as per the work place requirements. 5.5 Communication structure is developed as per SOPs.
6. Control business function	6.1 Control processes are identified as per the work place procedures. 6.2 Types of control systems are developed as per the work place requirements 6.3 Effective control systems are established as per the work place procedures.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
Leadership styles include but not limited to:	<ul style="list-style-type: none"> • Bureaucratic leadership • Charismatic leadership • Situational leadership • Autocratic leadership

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required skills

The individual needs to demonstrate the following skills:

- Analytical

- Critical thinking
- Decision making
- Communication
- Time management
- Planning
- Organizing
- Directing

Required knowledge

The individual needs to demonstrate knowledge of:

- Information technology and management
- Globalization
- Business ethics and integrity
- Corporate Social responsibility

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Demonstrated understanding management thought 1.2 Demonstrated the ability to plan business function 1.3 Demonstrated the ability to organize business function 1.4 Demonstrated the ability to perform Staffing function 1.5 Demonstrated the ability to direct business function. 1.6 Demonstrated the ability to control business function.
2. Resource Implications	The following resources must be provided: <ul style="list-style-type: none"> 2.1 Policy documents
3. Methods of Assessment	Competency may be accessed through: <ul style="list-style-type: none"> 3.1 Observation 3.2 Written tests 3.3 Oral questioning 3.4 Third party report
4. Context of Assessment	Competency may be assessed: <ul style="list-style-type: none"> 4.1 On-the- job

	4.2 Off the job 4.3 Off the job assessment must be undertaken in a closely simulated workplace environment.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job roles is recommended.

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