

Competence 10

The ability to understand and implement company management systems in the workplace

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Can locate and ensure all appropriate documentation relating to company procedures and performance are made available at the worksite	
b)	Knows the company's key processes and procedures and understands how they relate to the delivery of services and products to the client and company	
c)	Reviews and evaluates existing systems and procedures and, where appropriate, submits potential improvements to management for validation and, if appropriate, approval	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	