



UNIT 1 ORGANISE PERSONAL WORK PRIORITIES

Organize and Complete Own Work Schedule

To successfully manage and run a business, both individual employees and the organization need to set and achieve work goals and objectives.

Work goals are defined as the personal, creative, and flexible focuses of employees.

Work objectives are the concrete, precise and specific descriptions of what the business needs to achieve.

These work goals and work objectives will differentiate between businesses as they run differently and may have a different focus.

Organisational requirements

Legal Entity -> Rules any organisation needs to adhere to and are established by the Australian government. (They are usually documented within an organisation's policies and procedures.)

L> They may include:

- position description - your work position and what is expected from you
- code of conduct - Expected behavior + what is expected from you
- policies and procedures - rules of an organisation + how they need to be followed
- KPI - Key performance indicator

Equal employment opportunity & anti-discrimination

EEO (Equal employment opportunity) - The Equal Opportunity Act protects our rights and enforces anti-discrimination in employment.

Anti-discrimination ensures that no individual is prevented from participating in, or accessing resources, services or facilities because of their gender, race and ethnicity etc.

Anti-discrimination is enforced through four main types of legislations:

Age Discrimination Act 2004

Disability Discrimination Act 1992

Answers For Bsbwor301b Organise Personal Work Priorities

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