# Unit 305: Conform to productive working practices.

# Learning Outcomes 5: Follow organisational procedures to plan the sequence of work to conform to productive work practices and maintain records.

**Learner Task Criteria 5.1 5.2**

This worksheet looks at interpreting procedures and use resources to plan the sequence of work, so that it is completed productively.

The need to complete documentation as required by the organisation.

Research and answer the following questions relating to this topic area. Use the links listed below to help you and any other relevant web links.

1. Explain why it is important that individuals and work colleagues know how to plan the sequence of work, so that it is completed productively.
2. Why it is important that all documentation is completed as required by the organisation?