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| Title: | | **Managing remote workers** | | |
| Level: | | **5** | | |
| Credit value: | | **5** | | |
| Unit guided learning hours | | **12** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the different forms of remote working that can best apply for business/enterprise requirements | | | 1.1  1.2  1.3 | Describe the differences between a range of remote working practices  Describe an organisation’s policy for addressing remote working practices  Explain the contractual requirements that an organisation will require to ensure the remote worker achieves agreed or prescribed goals and objectives |
| 1. Be able to apply the legislative and regulatory requirements for remote working | | | 2.1  2.2 | Explain the Health and Safety legislative requirements that apply to remote working practices including the use of IT equipment  Explain the requirements of the Data Protection Act that impact on remote working practices |
| 1. Understand the benefits and disadvantages from managing remote workers | | | 3.1  3.2  3.3 | Describe the advantages of remote working for the employer / contractor and the remote worker  Describe the disadvantages that remote working brings for the employer / contractor and the remote worker  Explain the difficulties that a middle manager can experience from managing remote workers |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | The aim of this unit is to develop ability to effectively manage staff who work remotely from their organisation’s usual place of business or for those who have set up a business/enterprise working either from home or a managed facility. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | |  | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * ‘Remote working’ by employees who work away from an organisation's main site, such as home, from a remote office, or on the move * Flexible working, flexi-time, annualised hours, compressed hours, staggered hours * Obligations to the contactor / client, responsibility and authority, terms and conditions and contract of employment * Employment rights and legal status of the enterprise | | | |
| 2 | * Managing for health and safety and relevant health and safety legislation such as Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations1999, The Health and Safety (Display Screen Equipment) Regulations 1992, relevant Codes of Practice * Data Protection Act 1998 * Regulatory requirements for service delivery to client, customer and/or contractor | | | |
| 3 | * **Advantages and disadvantages of remote working for the employer / contractor and the remote worker** * **Planning, organisation, motivation and control of remote workers and remote working practices** * **Implementing improvements to organisational policies and procedures for the planning, organisation, motivation and control of remote workers** | | | |