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| **Unique Identifier (UI Code)** | SM-02C |
| **Categories (Tags) – separate with commas if multiple** | Self-management, Common Core |
| **Competency Title (short name)** | **Demonstrate Accountability** |
| **Competency Statement** | Demonstrate accountability when working under limited supervision. |
| **Performance Criteria** | * Confirm rules, expectations, and regular check-in points according to role and workplace requirements. * Report proactively on work assignments and activities to appropriate personnel according to workplace requirements * Respond to unanticipated changes or problems within own control according to workplace procedures * Take responsibility for errors and/or work quality concerns within own control and identify areas for improvement |
| **Supporting Skills and Knowledge** | **Knowledge:**   * Rules and expectations specific to role and workplace when working under limited supervision or remotely   **Supporting Skills:**   * Ability to solve routine and non-routine problems related to work assignments |
| **Key Terms/Definitions Required** | **appropriate personnel**   * People within or external to an organization that need to be notified or updated, according to the policies and procedures dictated by the workplace or an external body.   **workplace procedures**   * Standard operating procedures specific to a workplace as determined by the workplace and/or management.   **workplace requirements**   * Specifications determined by the workplace as meeting the organization’s operational standard or expectation. |
| **Context/Examples** | * Most workers are expected to have some degree of autonomy in their work and to be accountable for meeting deadlines and work expectations. When working remotely or in other situations with limited supervision, this becomes critical. |
| **Learning Content/Links** | * Links to workplace policies and procedures |
| **Assessment Methods** | * Self- assessment and/or peer review * Observation of an individual’s work progress and ability to meet deliverables |