



SET QUALIFICATION DATES/ SET TASK PRIORITY

Before You Begin

Ensure that you have read and understood the resources within the **Set Qualification Dates/ Set Task Priority** Sub Processes prior to completing this exercise.

If there is a Knowledge Assessment for this Task, it should also be completed prior to beginning this exercise.

Learning Exercise



Ensure that you have completed [Interpret Organization Units Learning Exercise](#) and [Create Process Sets, Processes, Sub Processes, and Tasks Learning Exercise](#) in order to complete the following step.

- 1 In your new Organization Unit, select the newly-created Learner. Set the first Task in the Comply with Company Policies Process as High Priority.
- 2 For the same Learner, set the second Task's Capability Assessment component as Complete using the Set Qualification Dates function.

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.