Unit Title: **Developing Time Management Skills**
Unit Level: **Entry 2**
Unit Credit Value: **1**
GLH: **10**
LASER Unit Code: **WJB320**
Ofqual Unit Code: **F/504/3823**

This unit has 1 learning outcome.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to manage own time.	1.1	State what is meant by good time management.
		1.2	Identify ways in which people can manage their own time.
		1.3	With help, arrange tasks in order of when they need to be done.
		1.4	Describe what to do if they are late.

Assessment Guidance:
All assessment activities and decisions must be made in light of the QCF Entry Level Descriptors relevant to this unit.

Additional Information:
NA