

Unit Title: Developing Skills for the Workplace: **Getting Things Done**
Unit Level: Entry 1
Unit Credit Value: 4
GLH: 40
LASER Unit Code: CAI235
Ofqual Unit Code: J/502/4450

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be involved in decision- making.	1.1	Take part in activities which require simple decisions to be made.
2.	Be involved in problem-solving.	2.1	Take part in activities which require straightforward problems to be solved.
3.	Work with others.	3.1	Engage in straightforward activities which require him/her to interact with other people.

Assessment guidance mandatory if completed	All Assessments of this unit must make use of the Entry 1 achievement continuum. Judgements should be recorded on the Entry 1 learner transcript and indicate the stage on the continuum at which the learner has achieved the learning outcomes. The Entry 1 Level guidance, including the achievement continuum, is available on the QCA website.
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