

Unit Title: Transferable Skills And Training Needs
Unit Level: 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: CAM099
Ofqual Unit Code: Y/600/9929

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to identify existing abilities, achievements, skills and experience.	1.1	Define what is meant by the following words in the context of work with examples: (a) abilities; (b) achievement; (c) skills; (d) experience.
		1.2	List own personal abilities, achievements, skills and experience.
2.	Understand that recognising personal attributes and skills contributes to effective planning for change.	2.1	Define what is meant by transferable skills with examples from the workplace.
		2.2	List other transferable skills from different areas of life, for example, home, sport, hobby and give examples of how these can transfer into work situations.
		2.3	Create a personal profile which shows strengths, weaknesses, likes, dislikes and work preferences.
3.	Know how to identify areas for development and own training needs.	3.1	Identify some key personal targets for development and say why these may help in adapting to changing work circumstances.
		3.2	List places or people that could help him/her to identify suitable training opportunities.

Assessment Guidance:

NA

Additional Information:

NA
