

Unit Title: Managing Your Time
Unit Level: 2
Unit Credit Value: 1
GLH: 6
LASER Unit Code: WJB091
Ofqual Unit Code: F/502/3555

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how time can be managed and know why time management is important.	1.1	Describe the importance of time management and list 3 potential consequences of poor time management.
		1.2	Describe the techniques that are available to manage time.
2.	Be able to plan their own work actively with some autonomy.	2.1	Plan a piece of work or learning that will involve some time management and show how they will manage their time effectively.
		2.2	Review their progress against suitable milestones they have identified.
		2.3	Recognise when support is needed and describe how they can work with an appropriate person to review their time management.

Assessment Guidance:
NA

Additional Information:
NA