

**Unit Title:** Managing Your Time  
**Unit Level:** 1  
**Unit Credit Value:** 2  
**GLH:** 12  
**LASER Unit Code:** WJB116  
**Ofqual Unit Code:** K/502/3596

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
<b>The learner will:</b>		<b>The learner can:</b>	
1.	Understand and demonstrate how time can be managed and plan own work activity.	1.1	Give 2 examples of how time can be managed in a place of work.
		1.2	Review own time management and identify areas where they could improve.
		1.3	Plan own work activity, with appropriate support from others.
		1.4	Carry out a work activity within planned time scale.
2.	Know how to access support when experiencing time management problems.	2.1	Describe 2 different time related problems that can lead to disruption in a place of work.
		2.2	Identify where they can access support when they run into difficulties with time management.
3.	Understand why punctuality and reliability are important in the place of work.	3.1	Give 2 examples of why punctuality is important in the place of work, identifying the consequences of not being punctual.
		3.2	Identify what is meant by reliability in each of the following work related contexts: a. Production b. Customer service.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA