

Unit Title: Organisational Skills
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC316
Ofqual Unit Code: D/506/0757

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand why organisational skills are important.	1.1	Outline how organisational skills benefit the individual.
		1.2	Outline why employers value people with organisational skills.
2.	Know how to select the most important task from a number of tasks that must be completed.	2.1	Identify all tasks he/she must complete within a given time period (e.g. today, this week, this term).
		2.2	Identify which, of all the above tasks, is the most important to complete in the given time period.
3.	Know how to complete a task with multiple steps, such that it is completed on time.	3.1	Identify a task with multiple steps that he/she must complete.
		3.2	Identify a deadline by which the task must be completed.
		3.3	Identify the various steps which must be completed for the task to be complete.
		3.4	Identify by when each of the various steps must be completed in order that the task is completed on time.

Assessment Guidance:

NA

Additional Information:

NA