

Unit Title: Developing Time Management Skills
Unit Level: Entry 1
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJF494
Ofqual Unit Code: R/507/6356

This unit has 1 learning outcome.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know about managing own time.	1.1	Identify examples of good time management.
		1.2	List skills needed to manage own time.
		1.3	Give examples of late and early arrival.

Assessment Guidance:
NA

Additional Information:
NA