

Unit Title: Building a Personal Skills Portfolio	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HB1/1/LQ/004
Ofqual Unit Reference Number:	A/504/8566

This unit has 7 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to identify own skills and achievements.	1.1. Identify own qualities, skills, experience and knowledge.
2. Be able to assess the potential of own skills and achievements to contribute to future opportunities and goals.	2.1. Outline how personal qualities, skills, abilities, experience and knowledge can help in achieving personal goals.
3. Know the types of information that can be used to evidence own skills and achievements.	3.1. Outline different types of information that can be used to evidence personal qualities, skills, abilities and experience.
4. Be able to build a portfolio of information to evidence skills and achievements.	4.1. Assemble a range of evidence into a portfolio structured so that key elements can be identified.
5. Know what needs to be included in a curriculum vitae (CV).	5.1. Identify core elements of CV. 5.2. Produce a personal CV which incorporates all core information in a simple structure.
6. Be able to identify personal goals and the actions required to achieve them.	6.1. Identify three personal goals and possible ways of achieving them.
7. Understand the value of a personal skills portfolio.	7.1. Give some examples of how a portfolio can be used for personal and/or educational and/or career development.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	P	Production of artefact	O