

Unit Title: Building a Personal Skills Portfolio	
Level:	Two
Credit Value:	3
GLH:	24
OCNLR Unit Code:	HB1/2/LQ/001
Ofqual Unit Reference Number:	K/504/8207

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. Describe 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. Describe 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. Identify 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 evidence into a portfolio, logically structured so that all elements can be identified.
5. Know what needs to be included in a curriculum vitae (CV).	5.1. Identify essential elements of a CV. 5.2. Produce a clearly structured CV which includes all key information for general purposes. 5.3. Modify a CV for a specific purpose.
6. Be able to identify personal goals and the actions required to achieve them.	6.1. Explain personal goals. 6.2. Develop a detailed action plan that demonstrates how personal goals are going to be achieved.
7. Understand the value of a personal skills portfolio.	7.1. Identify personal, educational and career opportunities for which a portfolio can be used.

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	