

Unit Title: Understanding Time Management in the Workplace	
Level:	One
Credit Value:	2
GLH:	18
OCNLR Unit Code:	AF2/1/LQ/004
Ofqual Unit Reference Number:	R/505/8584

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand time management.	1.1. Explain what it meant by time management. 1.2. Identify how to effectively manage own time. 1.3. Identify how to manage other people's time.
2. Know the factors that affect time management.	2.1. Identify the factors that have an impact on time management.
3. Know how to manage time effectively through delegation.	3.1. Explain what is meant by delegation. 3.2. State how to delegate. 3.3. Identify what should be delegated. 3.4. State the benefits of delegation.

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