

Unit Title: Improving Own Confidence	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HB1/1/LQ/043
Ofqual Unit Reference Number:	T/504/8274

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know about confidence.	1.1. Identify the characteristics of a confident person. 1.2. List own characteristics, skills and qualities that make them feel confident. 1.3. List things they have been successful in. 1.4. Outline the reasons why they want to improve their confidence.
2. Know how communication skills can contribute to improving confidence.	2.1. Outline how they think improving their communication skills will improve their confidence. 2.2. Outline why it is important to receive and respond to others with tolerance and support. 2.3. State the benefits of being able to listen to ideas and opinions. 2.4. Demonstrate listening to: <ul style="list-style-type: none"> • another person on a one-to-one basis • people in a group situation.

<p>3. Know about decision-making and associated emotions and feelings.</p>	<p>3.1. Outline how being an effectual decision-maker can lead to increased confidence.</p> <p>3.2. Identify an occasion when they have made an important:</p> <ul style="list-style-type: none"> • personal decision • decision with another person(s). <p>3.3. List things that they have considered when making the:</p> <ul style="list-style-type: none"> • personal decision • decision with another person(s). <p>3.4. Give an example of a likely emotion/feeling that someone might experience when they feel:</p> <ul style="list-style-type: none"> • fully involved in the decision-making • marginally involved or excluded from the decision-making. <p>3.5. State how these feelings might impact on confidence.</p>
<p>4. Know how having goals/targets can increase confidence.</p>	<p>4.1. Outline the relevance of having specific goals to increasing confidence.</p> <p>4.2. Outline the relevance of having specific targets to increasing confidence</p> <p>4.3. State a short term goal for the following:</p> <ul style="list-style-type: none"> • personal • career and/or education. <p>4.4. State a long term goal for the following:</p> <ul style="list-style-type: none"> • personal • career and/or education. <p>4.5. Identify ways in which own personal and career/education goals can be achieved.</p> <p>4.6. Outline the steps they will take to achieve one of the identified goals.</p>

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