

Organisational Skills	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HC7/1/LQ/007
Ofqual Unit Reference Number:	A/508/0692

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know why organisational skills are important.	1.1. Outline how organisational skills benefit the individual. 1.2. Outline why employers value people with organisational skills.
2. Know how to select the most important task from a number of tasks that must be completed.	2.1. Identify all tasks he/she must complete within a given time period. 2.2. Identify which, of all the above tasks, is the most important to complete in the given time period.
3. Know how to complete a task with multiple steps on time.	3.1. Identify a task with multiple steps that he/she must complete. 3.2. Identify a deadline by which the task must be completed. 3.3. Identify the various steps which must be completed for the task to be complete. 3.4. Identify by when each of the various steps must be completed in order that the task is completed on time.

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	
Essay		Practical demonstration	
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	
Reflective log/diary	O	Practice file	