

Unit Title: Improving Personal Productivity	
Level:	Entry Three
Credit Value:	3
GLH:	30
OCNLR Unit Code:	CN0/E3/LQ/012
Ofqual Unit Reference Number:	D/616/8242

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know the purpose and legal/local guidelines of using a digital system and software.	1.1. Identify one reason for choosing particular digital systems and software applications for the task. 1.2. Identify a key legal or local guideline or constraint that may affect the task or activity.
2. Be able to use digital systems and software efficiently to complete planned tasks.	2.1. Set out at least three stages in an automated routine. 2.2. Use an automated routine. 2.3. Complete planned tasks using appropriate digital systems and software.
3. Be able to review the selection and use of digital tools to make sure that work activities are successful.	3.1. Identify appropriate digital tools for a specific task and purpose. 3.2. Identify one way to make further improvements to work.
4. Be able to use digital tools to improve personal productivity and time management.	4.1. Create, edit and delete a calendar entry. 4.2. Display appointments.

Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

Case Study		Project	✓
Written question & answer/test/exam	✓	Role play/simulation	
Essay		Practical demonstration	✓
Report		Group discussion	
Oral question and answer	✓	Performance/exhibition	
Written description	✓	Production of artefact	
Reflective log/diary		Practice file	