

Unit Title: Improving Personal Productivity	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	CN0/1/LQ/013
Ofqual Unit Reference Number:	H/616/8257

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to plan the use of digital software to improve productivity.	1.1. Identify software appropriate for a specific task. 1.2. Plan the use of appropriate digital software for a specified task. 1.3. Identify key legal or local guidelines or constraints 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 key stages in an automated routine. 2.2. Use at least three automated routines to aid efficiency. 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. Review outcomes to make sure they meet the requirements of the task and are fit for purpose. 3.2. Identify the strengths and weaknesses of the completed task. 3.3. State at least two ways 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 calendar entries. 4.2. Arrange recurring appointments. 4.3. Invite others to meetings and

	<p>monitor attendance.</p> <p>4.4. Respond to meeting requests from others.</p> <p>4.5. Create reminders for calendar appointments.</p> <p>4.6. Organise and display appointments as required.</p>
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## 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	