

Unit Title: Time Management Skills	
Level:	One
Credit Value:	2
GLH:	18
OCNLR Unit Code:	HC7/1/LQ/014
Ofqual Unit Reference Number:	K/508/0638

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the importance of good time management.	1.1. State the benefits of good time management. 1.2. Give examples of the effects of poor time management.
2. Know ways to promote good time management.	2.1. Identify different ways to promote good time management.
3. Be able to plan own use of time.	3.1. Identify a specific time management technique that can be used to improve own use of time. 3.2. Create own time management plan. 3.3. Carry out own time management plan.
4. Know how to improve own time management.	4.1. Identify aspects of own time management plan that went well. 4.2. Give examples of improvements that could be made to own time management.

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	