

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Improve Your Business Skills
QAC Code:	M/506/3601
Level:	Level 3
Credit Value:	1
Minimum GLH:	10

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to assess the benefits of improving your business skills and knowledge	1.1 Explain how developing particular skills and knowledge can lead to potential improvements to your business success
	1.2 Assess potential difficulties that might hinder developing your business skills and knowledge and how to deal with them
	1.3 Compare and assess the benefits and costs of different methods of developing your skills and knowledge and decide which are likely to be the most beneficial for your business
2. Understand how to develop and monitor a plan for improving your business skills and knowledge	2.1 Set personal targets for self development which are in line with your business plans and financial budgets
	2.2 Create a self development plan and explain how and when it will be monitored to make sure it continues to meet your business needs
	2.3 Plan how to evaluate the effectiveness of your own development and its impact on your business