Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Developing Personal and Team Effectiveness Using IT
Unique Reference Number:	F/506/7779
Level:	Level 3
Credit Value:	4
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how IT can support personal development.	1.1 Describe how IT tools and resources can support own learning and development.
	1.2 Explain how IT tools and systems can be used to support personal performance improvement.
2. Use IT to support personal development.	2.1 Implement IT tools and systems to support personal performance and time management.
	2.2 Develop and implement an action plan to use IT to improve own working practice.
3. Understand how IT can support the development of team effectiveness.	3.1 Describe the roles and responsibilities of team members.
	3.2 Explain how IT tools and systems can be used to enhance effective team communications and collaboration.
	3.3 Compare ways that IT can be used to overcome obstacles to effective teamwork.
4. Work as a member of a team to achieve defined goals and implement agreed plans.	4.1 Assess contribution of own use of IT to team activities.
	4.2 Provide feedback to others on their use of IT in a constructive and considerate manner.

	4.3	Review feedback from others on own performance and adapt behaviour where appropriate.
	4.4	Assist others to use new IT tools and systems.