

Open Awards Qualification Unit



This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

1 Unit Details

| | |
|------------------------|--------------------------|
| Unit Title: | Personal Skills Auditing |
| Unit Reference Number: | L/615/6975 |
| Level: | Entry Level 3 |
| Credit Value: | 3 |
| Minimum GLH: | 30 |

2 Learning Outcomes and Criteria

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
|---|--|
| 1. Be able to identify personal abilities and experience | 1.1 State what is meant by the following terms: a) Abilities b) Experience |
| | 1.2 Identify a minimum of two jobs of personal interest |
| | 1.3 State the abilities and experience required to carry out the identified jobs |
| | 1.5 Identify one personal example to evidence the following skills: a) Team working Skills b) Communication Skills |
| 2. Be able to produce a personal profile | 2.1 Create a personal profile including: a) Strengths or likes b) Weaknesses or dislikes |
| 3. Be able to identify job opportunities from own skills analysis | 3.1 From a given job specification, identify a) Abilities and experience already gained b) Abilities and experience to develop |
| 4. Be able to identify organisations/people to help with training needs | 4.1 Identify a minimum of two organisations or people that could help identify suitable training needs |