

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Appraisals and Setting Targets
Unit Reference Number:	M/615/6984
Level:	Entry 3
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the purpose of an appraisal	1.1 State the main purpose of appraisal for a) An employee b) An employer
2. Be able to prepare for appraisal	2.1 List a minimum of two topics appropriate to discuss during an appraisal 2.2 Identify: a) Positive aspects of job b) Any issues identified c) Any possible training needs identified
3. Know how to communicate during an appraisal	3.1 Identify a) An appropriate way to react to criticism b) An inappropriate way to react to criticism 3.2 State why it is important to ask for clarification 3.3 During an appraisal/simulated appraisal demonstrate a) Active listening skills b) Effective questioning skills c) Positive body language
4. Be able to set personal targets	4.1 Identify: a) One long term professional goal/aim b) Two short term targets to aid long term

goal/aim