

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Prioritisation Skills
Unit Reference Number:	Y/615/6994
Level:	Entry Level 3
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know the importance of prioritising skills	1.1 State what is meant by prioritisation
	1.2 State why prioritisation skills are important in a workplace
	1.3 State how prioritising can help prevent missing deadlines
2. Know how to plan and prioritise tasks	2.1 Identify one strategy for managing own work
	2.2 From a real or given scenario, prioritise tasks in order and state reasons for choice
	2.3 Give an example of when prioritisation skills have been used