

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Making the Most of Appraisals and Reviews
QAC Code:	F/615/7010
Level:	Level 1
Credit Value:	3
Minimum GLH:	27

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the purpose and structure of an appraisal	1.1 Define the purpose of an appraisal
	1.2 Outline the structure of appraisal taking into account: a) Who takes part b) How often it takes place c) Preparation involved d) Action planning e) Review
2. Know how to prepare for appraisal	2.1 Outline the key points from appraisal preparation information
	2.2 Outline a minimum of four topics appropriate to discuss during an appraisal
	2.3 Outline the following: 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 Define constructive criticism and give examples
	3.2 Give examples of appropriate responses to criticism and praise in a one-to-one situation
	3.3 Define what is meant by body language/non-

verbal communication and the role it plays in effective communication	
4. Use the outcomes of appraisals to set personal targets	4.1 Outline what is meant by a) A long term goal or aim b) Target setting
	4.2 Define what is meant by a SMART target with an example from own or simulated appraisal
	4.3 Identify a long term goal/aim with examples of short term (SMART) targets