

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Prioritisation Skills
Unit Reference Number:	K/615/7017
Level:	Level 1
Credit Value:	1
Minimum GLH:	9

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know the importance of prioritisation skills	1.1 State why prioritisation is important in a work environment
	1.2 State the possible consequences of not prioritising work
2. Know how to plan and prioritise tasks	2.1 Identify a minimum of two strategies 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