

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Developing Personal and Team Effectiveness using IT.
QAC Code:	Y/506/3480
Level:	Level 2
Credit Value:	4
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how IT can support personal development.	1.1 Describe how IT tools and systems can be used to manage time effectively.
	1.2 Identify IT tools and resources to support own learning and development.
	1.3 Describe how IT tools can support personal performance improvement.
2. Use IT to support personal development.	2.1 Create an action plan to improve own working practice.
	2.2 Participate in activities to meet personal development goals.
	2.3 Use appropriate IT tools to support personal performance improvements.
3. Know how IT can support the development of team effectiveness.	3.1 Describe the roles and responsibilities of team members.
	3.2 Describe how IT tools and systems can be used to improve team activities.
	3.3 Identify ways that IT can be used to overcome obstacles to effective teamwork.

4. Review use of IT for team or collaborative activities.

4.1 Review contribution of own use of IT to team activities.

4.2 Provide feedback to others on their use of IT in a constructive and considerate manner.

4.3 Review feedback from others on own use of IT.