

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Personal Skills Auditing

Unit Reference Number: L/615/6975

Level: Entry Level Three (3)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to identify personal abilities and experience	1.1 State what is meant by the following terms: a) Abilities b) Experience
	1.2 Identify a minimum of two jobs of personal interest
	1.3 State the abilities and experience required to carry out the identified jobs
	1.4 Identify one personal example to evidence the following skills: a) Team working Skills b) Communication Skills
2. Be able to produce a personal profile	2.1 Create a personal profile including: a) Strengths or likes b) Weaknesses or dislikes
3. Be able to identify job opportunities from own skills analysis	3.1 From a given job specification, identify a) Abilities and experience already gained b) Abilities and experience to develop
4. Be able to identify organisations/people to help with training needs	4.1 Identify a minimum of two organisations or people that could help identify suitable training needs