

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Appraisals and Setting Targets

Unit Reference Number: M/615/6984

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. Understand the purpose of an appraisal	1.1 State the main purpose of appraisal for a) An employee b) An employer
2. Be able to prepare for appraisal	2.1 List a minimum of two topics appropriate to discuss during an appraisal
	2.2 Identify: 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 Identify: a) An appropriate way to react to criticism b) An inappropriate way to react to criticism
	3.2 State why it is important to ask for clarification
	3.3 During an appraisal/simulated appraisal demonstrate a) Active listening skills b) Effective questioning skills c) Positive body language
4. Be able to set personal targets	4.1 Identify: a) One long term professional goal/aim b) Two short term targets to aid long term goal/aim