

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Prioritisation Skills

Unit Reference Number: Y/615/6994

Level: Entry Level Three (3)

Credit Value: Two (2)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know the importance of prioritising skills	1.1 State what is meant by prioritisation
	1.2 State why prioritisation skills are important in a workplace
	1.3 State how prioritising can help prevent missing deadlines
2. Know how to plan and prioritise tasks	2.1 Identify one strategy 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