

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Making the Most of Appraisals and Reviews

Unit Reference Number: F/615/7010

Level: One (1)

Credit Value: Three (3)

Minimum Guided Learning Hours: 27

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the purpose and structure of an appraisal	1.1 Define the purpose of an appraisal
	1.2 Outline the structure of appraisal taking into account: <ul style="list-style-type: none"> a) Who takes part b) How often it takes place c) Preparation involved d) Action planning e) Review
2. Know how to prepare for appraisal	2.1 Outline the key points from appraisal preparation information
	2.2 Outline a minimum of four topics appropriate to discuss during an appraisal
	2.3 Outline the following: <ul style="list-style-type: none"> 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 Define constructive criticism and give examples
	3.2 Give examples of appropriate responses to criticism and praise in a one-to-one situation

	3.3 Define what is meant by body language/non-verbal communication and the role it plays in effective communication
4. Use the outcomes of appraisals to set personal targets	4.1 Outline what is meant by: a) A long-term goal or aim b) Target setting
	4.2 Define what is meant by a SMART target with an example from own or simulated appraisal
	4.3 Identify a long-term goal/aim with examples of short term (SMART) targets