

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Prioritisation Skills

Unit Reference Number: K/615/7017

Level: One (1)

Credit Value: One (1)

Minimum Guided Learning Hours: 9

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know the importance of prioritisation skills	1.1 State why prioritisation is important in a work environment
	1.2 State the possible consequences of not prioritising work
2. Know how to plan and prioritise tasks	2.1 Identify a minimum of two strategies 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