

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Building a Personal Career Portfolio
Unique Reference Number :	L/615/9598
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about own skills, abilities, experience, knowledge and personal qualities	1.1 Describe how personal qualities, skills, abilities, experience and knowledge can help in achieving personal goals
	1.2 Describe in detail own: a) Personal qualities b) Skills c) Experience d) Knowledge
	1.3 Identify different types of information that can be used to evidence own: a) Personal qualities b) Skills c) Experience d) Knowledge
	1.4 Select information that can be used to establish current relevance, adequacy and/or validity of own: a) Personal qualities b) Skills c) Experience d) Knowledge

2. Be able to build a portfolio of information to evidence achievements and qualities	2.1	Identify personal, educational and career opportunities for which a portfolio can be used
	2.2	Assemble a portfolio to evidence own achievements and qualities
3. Be able to produce/modify a Curriculum Vitae (CV)	3.1	Identify the essential elements of a CV
	3.2	Create/Modify own CV for a specific purpose
4. Know how to plan to achieve personal goals	4.1	Identify personal goals
	4.2	Explain personal goals
	4.3	Develop an action plan to show how own personal goals are going to be achieved
	4.4	Describe a minimum of 2 time management techniques which could help to achieve identified goals