

## Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Developing Skills for the Workplace: Getting Things Done

**Unit Reference Number:** Y/616/1614

**Level:** Entry Level One (1)

**Credit Value:** Four (4)

**Minimum Guided Learning Hours:** 40

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be involved in decision making	1.1 Take part in activities which require simple decisions to be made
2. Be involved in problem solving	2.1 Take part in activities which require straightforward problems to be solved
3. Be able to work with others	3.1 Engage in straightforward activities which require them to interact with other people