

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Managing Your Time

Unit Reference Number: L/618/2489

Level: Entry Level Two (2)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to turn up on time	1.1 Arrive at agreed times for specific events or situations
2. Be able to complete tasks on time	2.1 State given deadlines for straightforward tasks to be completed within a short time period
	2.2 Identify times when they will work on the tasks
	2.3 Use reminders (from self or others), where appropriate, to complete straightforward tasks within an agreed timeframe