

Unit Title:	Managing time effectively
OCR unit number:	28
Credit value:	1
Level:	3
Guided learning hours:	7
Unit reference number:	M/504/1291

Unit aim and purpose

By completing this unit the learner will understand how to manage their time effectively to prioritise and achieve objectives. Learner will also understand what the constraining or limiting factors are which could hinder achievement of objectives and the implications of this happening.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Understand how to manage own time effectively to achieve objectives	The Learner can: 1.1 Assess the requirements of a task against set timescales 1.2 Explain how to prioritise tasks and objectives 1.3 Explain how to monitor progress against objectives 1.4 Explain how to manage constraining or limiting factors that could hinder the achievement of an objective 1.5 Explain the implications of failing to meet objectives within set timescales

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk.