Unit Title:	**Manage time and workload**
OCR unit number:	12
Level:	1
Credit value:	1
Guided learning hours:	10
Unit reference number:	H/506/1795

Unit aim and purpose

This unit aims to develop the knowledge and skills needed to manage own time and workload. Upon completion of this unit, learners will be able to manage their time and workload.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Know how to manage their own time and workload	**The Learner can:** 1.1 Describe ways of managing time and workload 1.2 State why it is important to the organisation and the individual that time and workload are managed effectively 1.3 State why it is important to seek work and offer help to others 1.4 Describe how seeking help from colleagues can help in managing workload 1.5 Describe why it is important to accept responsibility for their own mistakes	
2 Be able to manage time and workload	2.1 Use **time management techniques** to manage the completion of tasks 2.2 Finish tasks within the allotted timescale 2.3 Inform team members of progress and developments of work activities 2.4 Ask for work when existing tasks have been completed	**Time management techniques** may include: • Setting goals • Prioritising tasks • Breaking down tasks into smaller parts

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.5 Report problems beyond their own level of authority to the **appropriate person** 2.6 Follow organisational procedures and legal requirements when managing time and workload	**Appropriate person** will depend on the structure of the organisation and may refer to: • Supervisors • Managers • Stakeholders • Colleagues with more experience

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAA624	• Accept instructions to manage and improve own performance in a business 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 .

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