Unit Title: **Working with time**

OCR unit number: J11

Life and Living Skill Area: Numeracy

Level: Entry 3

Credit value: 2

Guided learning hours: 20

Unit purpose and aim

This unit aims to provide learners working at Entry 3 with the opportunity to demonstrate that they can read and understand time presented in different formats. Candidates will be able to record significant future dates and times appropriately.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to understand time displayed in different formats	**The Learner can:** 1.1 Read time on an analogue timepiece to nearest 5 minutes	The learner will read time displayed in an analogue format to the nearest 5 minutes. Examples could include: reading the time displayed on a watch and telling someone else that it is 'ten past ten', setting the time on an alarm clock for 'twenty to seven', reading the time on a wall clock and telling someone else that it is 'eleven thirty five'.
	1.2 Read time displayed in digital formats	The learner will read time displayed in a digital format. Examples could include: reading the display on the computer monitor and noting that it is 15.51, reading a mobile phone display and make an observation that the time is 'twelve twenty eight', reading the time on a station train departure display and noting that the train leaves at 09.55.
	1.3 Outline the difference between am and pm	The learner will outline the difference between am and pm. Examples could include:

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
		explaining that a 9am appointment is 9 o'clock in the morning, explaining that a party invitation for 9pm is in the evening, explaining that a dental appointment for 3.30pm is in the afternoon.
2 Be able to use a calendar	2.1 Enter appointments in a calendar schedule with date and time	The learner will enter appointments in a calendar schedule. Examples could include: circling a date on a wall calendar and annotating with the time of an appointment, entering an appointment time/date in a mobile phone calendar, entering an appointment in a personal diary.
	2.2 Record significant dates in a calendar	The learner will record significant dates in a diary. Examples could include: blocking out all dates in a diary for a week's holiday, highlighting term start and end dates on a wall calendar, recording a dental appointment in a computer calendar.
	2.3 Review a calendar to locate dates of specific events	The learner will review a calendar to locate the dates of specific events. Examples could include: looking for the date of the next bank holiday, looking to see whether New Years Day falls at the weekend, checking the day of the week for your birthday this year.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

As far as possible, the activities evidenced in this unit should be purposeful and appropriate for the learner's programme of learning.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

The candidate must evidence all of the assessment criteria twice except for assessment criteria 1.3 which need only be evidenced once.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.