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| LEVEL 2 AWARD AND CERTIFICATE IN EMPLOYABILITY SKILLS |
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| Unit 10 Assessment |
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| The purpose of the assessment tasks is to provide evidence that you have met the requirements set out by the awarding body in order to pass the course. The information and activities in the learning materials will help you complete these assessment tasks. If you have any difficulty in answering any of the questions, please contact your tutor/assessor who will provide you with help and guidance.  Good luck with your studies! |

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| Managing your time | | | | |
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| Unit 10 | | | | |
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| After completing your assessment please email it to dlu@grimsby.ac.uk | | | | |
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| CHECKLIST FOR ALL CANDIDATES  Please complete your details in the ‘Personal Details’ box below.  Fill in and type your name in the ‘Candidate Statement’ box below.  Please note that for the purposes of assessing your work, we will assume your typed name is a valid alternative to your signature.  Complete all the questions in this assessment. Type your answers in the space provided. The document will automatically allow you to enter more text should the space not be enough for you.  You do not need to return your completed activities for the units – just this document. If you require any assistance or guidance, please contact your tutor/assessor. | | | | |
| PERSONAL DETAILS | | | | |
| Name |  | | | |
| Contact Address |  | | | |
| Postcode |  | | | |
| Telephone no. |  | evening |  | day |
| Email |  | home |  | work |
|  | | | | |
| CANDIDATE STATEMENT  I certify that I began the learning materials for Unit 10 on \_\_\_\_\_\_\_\_\_\_\_ (*insert date you started working through the course materials*) and have completed all sections in this section. I confirm that this is my own work.  Signature (type name)  Date | | | | |

**Assessment 10: Managing your time**

(The reference in brackets at the end of each questions refers to the assessment criteria for this unit and is for your assessor’s use.)

**1. a) Describe the importance of time management. (13.1.1)  
  
  
  
b) Describe the benefits of effective time management.  
  
  
c) List three potential consequences of poor time management. (13.1.1)  
  
i)  
  
ii)  
  
iii)**

**2. Describe give techniques that are available to manage time. (13.1.2)  
  
a)  
b)  
c)  
d)  
e)**

**3. Plan a piece of work or learning that will involve effective time management. Present the plan below showing time goals or ‘milestones’ and other techniques you will use to manage your time effectively. (13.2.1)**

**4. a) Write a report in which you review your progress against the timed goals or ‘milestones’ that you identified in your plan, assessing how successfully you have managed your time. (13.2.2)**

**4. b) Based on your review, identify any aspects of your time management skills that require further development and say what actions you could take to develop these.  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. Describe the circumstances in which you would recognise that you need support with your time management and in each case say who you would ask for support. (13.2.3)**

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| **Circumstances where support is needed** | **Who to ask for support** |
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**6. Describe how you would work with an appropriate person to review your time management skills. (13.2.3)**

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| **Well done!**  **You have now completed the questions for Unit 10. Please email this document to your tutor/assessor. Your tutor/assessor will provide you with feedback on the assessment. If you need any further help or guidance, please contact your tutor/ assessor.**  **Don't forget to complete the 'Personal details' and 'Candidate statement' boxes on the front page of this assessment.** |