

Unit 1: **Manage own Performance in a Business Environment**

Unit code:	Q301
Unit reference number:	L/601/2519
QCF level:	3
Credit value:	3
Guided learning hours:	12

Unit summary

This unit is about taking responsibility for managing, prioritising and being accountable for your own work in a business environment.

Assessment guidance

The following is a guide, the evidence suggested is neither mandatory nor exclusive.

Learning outcomes	Assessment criteria	Assessment guidance
1	1.1 – 1.8	Evidence may be supplied via learner reports/reflective accounts, professional discussion and questioning
2	2.1 – 2.10	
3	3.1 – 3.2 3.4 – 3.6	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources: <ul style="list-style-type: none">– letters– emails– memos– appraisals– performance reviews

Learning Outcomes	Assessment Criteria	Assessment guidance
	3.3	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources: <ul style="list-style-type: none"> – letters – emails – memos – appraisals – performance reviews – plans – to do lists
4	4.1 – 4.7	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role

Evidence generated for this unit of assessment may contribute towards other units including: Units Q302, Q303, Q305.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.