

Unit Award Scheme

112327 DEMONSTRATING ORGANISATIONAL SKILLS

In successfully completing this unit, the Learner will have		Evidence needed
shown knowledge of		
1	what it means to be organised	Summary sheet
2	at least two positive effects of good organisation on an event and within home life	Summary sheet
3	the main benefits of good organisational skills to an employer	Summary sheet
demonstrated the ability to		
4	name an example of a well organised person or event	Summary sheet
5	organise themselves or others in a given situation	Summary sheet
6	identify two of their own qualities which demonstrate organisational skills.	Summary sheet

All outcomes recorded on an [AQA Summary Sheet](#) (25.0 KB)

Approved 12 July 2019

Level - Entry Level