Unit Title:	**Understanding routines**
OCR unit number:	M10
Life and Living Skill Area:	Personal Skills
Level:	Entry 2
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to support learners to understand how their weekly routine is made up and to allow learners to begin to take responsibility for part of their routine.

Learning Outcomes	**Assessment Criteria**	**Example of ways assessment criteria could be met**
The Learner will: 1 Know own weekly routine	**The Learner can:** 1.1 Identify activities that form part of own weekly routine	Learners identify at least three different activities that form part of their weekly routine, this can be done by: completing a simple timetable that outlines their weekly routine; listing what routines they follow on a regular basis within the week; discussing the different activities they do either as part of a group or on a 1:1 basis. Example activities could include: attending college, a day centre, cooking meals, laundry, cleaning, exercise, shopping, social club activities etc
2 Be able to take responsibility for part of own routine	2.1 Identify part of own routine to take responsibility for	At least one aspect of their routine should be selected. To identify the part of the routine they will take responsibility for one learner could: use a completed timetable to highlight the part of the routine the learner will be responsible for; use a question and answer discussion to choose the area(s) where they can take responsibility; following advice from an appropriate person

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		(e.g. tutor, care worker) the learner agrees to take responsibility for chosen areas.
	2.2 Identify how to take responsibility for part of own routine	Take part in a discussion with others in a group or 1:1 about how they can be responsible for certain tasks and create a tick list to work from. Examples could include; questioning people who complete the tasks already and find out how they take responsibility for the task; with support, complete an action plan to support the learner, this could be completed using images, prompt book, audio/visual clips etc. Create a simple list to demonstrate the steps to take for completing the routine task. The number of steps will depend on the learner and the routine they are taking responsibility for. Example tasks may include: attending a class/1:1 work e.g. keeping their work neat and tidy in their folder, getting their own drink etc, assessed through observation; something they do at home e.g. setting their alarm, packing a bag, and witnessed by a parent/carer through use of a witness statement.
	2.3 Take responsibility for part of own routine over a period of time	Period of time can be defined in agreement with the individual and the assessor but the routine task should be completed at least three times. Example tasks may include things they do at college/ attending a class/1:1 work eg keeping their work neat and tidy in their folder, getting their own drink etc. assessed through observation. Something they do at home eg setting their alarm, packing a bag, and witnessed by a parent/carer through use of a witness statement. Use of sequencing exercise with pictures to demonstrate how

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		they would complete the activity. Use a tick list to show how the candidate has organised themselves and completed the activity.

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.

Dependent on where the activity is taking place you may need to discuss with parents/carers/ support workers what you are doing with the learner and the expectations to obtain their support to measure achievement of the task.

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

For learning outcome 1, learners should identify at least three or more activities which form part of their weekly routine. For learning outcome 2, at least one activity should be selected. The routine needs to be completed at least three or more times before the learning outcome can be being signed off as completed.

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.

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