How to use this document

You will use this document to record your answers to the Self-Assessment Questions (SAQs) in the topic you have just studied.

You should complete the table in Part 1, and the comment box in Part 2. You may add or delete rows as appropriate when you are completing the table in Part 1.

Once completed, please upload an electronic copy of this document at your Learner Account (for marking, and to be checked for plagiarism). Please notify your tutor by email when you have uploaded this document at your Learner Account.

Your tutor will then provide the Answers to SAQs for you to mark your answers, using this sheet.

Once you have completed and marked all of the SAQ answers for the topics in a particular unit, your tutor will provide the deadline for your assessment.

Every SAQ Answer Sheet will have specific guidance on how to use it detailed here.
### SAQ Questions and Answers

**SAQ 1**

**Question:**

a) **SWOT** is an acronym for what four key characteristics?

b) When might you need to perform a SWOT analysis?

<table>
<thead>
<tr>
<th>Your answer:</th>
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**SAQ 2**

**Question:**

a) **S.M.A.R.T** target is an acronym for what five key characteristics?

b) What is the difference between a short-term goal and a long-term goal? Include a specific example in your answer.

| Your answer: |

Mark your answer by deleting the tick or the cross.

Delete the tick or cross according to if you got the answer correct or incorrect after looking at the model answers.
PART 2: Your comments

Brief comments on this topic and your SAQ answers

We like to receive your feedback on how you found the learning materials for a unit (positives and areas for improvement) so that we can continue to improve our provision. This section of the SAQ answer sheet gives you a chance to share your thoughts on the topic and also to reflect on your performance after self-assessing the accuracy of your SAQ answers.