

Level:	6
Value for TQT:	90
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Define your aims and objectives for undertaking personal development.	1.1 Analyse, determine and record personal aims and objectives to meet work requirements.
	1.2 Explain how to define your aims and objectives based on the following for undertaking development: <ul style="list-style-type: none"> – preparation for new assignment – intellectual challenge – continued professional development (CPD) – professional competence – compliance with employer – professional body membership requirements – promotion and role change – awareness of personal strengths and areas of focus
	1.3 Give reasons why to need to define aims and objectives.
2 Contact sources of support and guidance to identify recognised standards for you to manage your personal development.	2.1 Access at least three of the following sources of support and guidance to identify recognised standards to manage your personal development: <ul style="list-style-type: none"> – national organisations – industry organisations and associations – professional institutions – further education organisations – training providers – in-house resources – line manager – colleagues – trade periodicals and journals – social media – online resources – certification bodies

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
	<p>2.2 Explain how to access the following sources of support and guidance to identify recognised standards:</p> <ul style="list-style-type: none"> – national organisations – industry organisations and associations – professional institutions – further education organisations – training providers – in-house resources – line manager – colleagues – trade periodicals and journals – social media – online resources – certification bodies. <p>2.3 Give reasons why you need to access the following recognised standards for you to undertake personal development:</p> <ul style="list-style-type: none"> – job descriptions – professional institution requirements – national occupational standards – industry recognised standards.
<p>3 Analyse the current level of your knowledge and performance.</p>	<p>3.1 Examine the current level of your knowledge and work performance and compare against selected and recognised standards.</p> <p>3.2 Describe how to analyse current personal levels of knowledge and performance against the following selected and recognised standards:</p> <ul style="list-style-type: none"> – job descriptions – professional institution requirements – national occupational standards – industry recognised standards. <p>3.3 Explain how to develop a profile of your personal development needs based on the following:</p> <ul style="list-style-type: none"> – maintenance of existing competence – improvements to existing skills – improvements to existing knowledge – development of new skills and knowledge – commitment to professional excellence. <p>3.4 Give reasons why you need a profile of your personal development needs.</p>

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
4 Develop a profile of your competence and personal development needs.	4.1 Determine a profile of your competence and personal development needs and record the outcomes.
	4.2 Explain how to develop a profile of your knowledge and competence against the following identified recognised standards: <ul style="list-style-type: none"> – job descriptions – professional institution requirements – national occupational standards – industry recognised standards.
	4.3 Explain how to measure achievement of the following identified personal development needs: <ul style="list-style-type: none"> – maintenance of existing competence – improvements to existing skills – improvements to existing knowledge – improvement to existing competence – development of new skills and knowledge – commitment to professional excellence.
5 Prepare a development plan for achieving identified development needs.	5.1 Prepare and record a personal development plan based on identified development needs.
	5.2 Describe how to prepare a personal development plan based on the following: <ul style="list-style-type: none"> – maintenance of existing competence – improvements of existing skills – improvements of existing knowledge – development of new skills and knowledge – commitment to professional excellence.
	5.3 Explain why a personal development plan needs to be prepared.
6 Undertake development activities aimed at achieving identified development needs, reviewing the effectiveness of the activities.	6.1 Engage in development activities aimed at meeting personal development needs.
	6.2 Establish and/or use processes that can review development progress.
	6.3 Review and record the effectiveness of the development activities undertaken.
	6.4 Explain different ways to undertake development activities to achieve personal development needs.
	6.5 Explain how to review and record progress and evaluate effectiveness of activities undertaken.

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
7 Obtain, accept and record feedback from people who can judge your performance.	7.1 Obtain feedback from people who can judge your performance and provide objective, valid feedback.
	7.2 Accept and record the feedback provided to aid in future development.
	7.3 Explain how to obtain, accept and record feedback from people who can judge your performance and provide objective, valid feedback.
	7.4 Explain why you need to obtain and accept feedback provided.
8 Review the cycle of personal development aims and objectives to revise and update aims and objectives to suit changing circumstances.	8.1 Conduct regular reviews on personal aims and objectives and record the outcomes.
	8.2 Measure and update personal development plans that meet changing work circumstances.
	8.3 Explain how to review the cycle of the following personal development aims and objectives: Personal Development <ul style="list-style-type: none"> – maintenance of existing competence – improvements to existing skills – improvements to existing knowledge – development of new knowledge and skills – commitment to professional excellence Aims and Objectives <ul style="list-style-type: none"> – preparation for new assignment – intellectual challenge – continued professional development (CPD) – professional competence – compliance with employer – professional body membership requirements – promotion and role change – awareness of personal strengths and weaknesses
	8.4 Explain how to revise and update aims and objectives to suit changing circumstances.
	8.5 Give reasons why personal development plans should be reviewed, revised and updated.

Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Location of the unit within the subject/sector classification system	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	20
Assessment Time	10