

Principles of personal performance and development

UBU3

The aim of this unit is to develop the knowledge on what an employer's expectations are and the rights that you have as an employee. You will also gain an understanding on how to manage your own work and ways to improve your own development and personal performance.



Level
1
Credit value
3
GLH
30
Observation(s)
0
External Paper(s)
0

Learning outcomes

On completion of this unit you will:

1. Know employees' rights and employers' expectations
2. Know how to manage own work
3. Know ways of managing and improving personal performance and development

Evidence requirements

1. Knowledge outcomes

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

2. Tutor/Assessor guidance

Your tutor **must** refer to the '**Skills CFA Assessment Strategy**' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the '**Assessment Guidance**'. This can be found on www.vtct.org.uk under the relevant qualification page.

3. External paper

There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Relationship to National Occupational Standards

This unit is linked to Business and Administration (2013) National Occupational Standards:

- CFABAA624 Accept instructions to manage and improve own performance in a business environment
- CFABAA625 Agree how to manage and improve own performance in business environment

*This is not an exhaustive list.

Learning outcome 1

Know employees' rights and employers' expectations

You can:	Portfolio reference
a. State an organisation's expectations for the conduct of its employees	
b. State an employee's rights in relation to own employment	
c. State why it is important to work within employees' rights and employers' expectations	
d. State where to find information and advice on employees' rights and employers' expectations	

Learning outcome 2

Know how to manage own work

You can:	Portfolio reference
a. Describe ways of managing allocated tasks to ensure they are completed on time	
b. State the purpose of keeping other people informed of progress and problems with work activities	
c. Explain the importance of accepting responsibility for one's own work	
d. State the limits of own responsibilities at work	
e. State what to do when a problem arises with work activities	

Learning outcome 3

Know ways of managing and improving personal performance and development

You can:	Portfolio reference
a. State the purpose and benefits of personal development at work	
b. Describe the purpose of individual and team goals and targets	
c. Explain the use of personal development plans	
d. Explain the importance of fulfilling a personal development plan	
e. Outline a manager's role in an individual's personal development	
f. Outline relevant personal development opportunities and career paths within the organisation	
g. Describe how acting on feedback can benefit a team and organisation	

Notes

Use this area for notes and diagrams



Notes

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