

# Manage personal performance and development

**UBU23**

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The aim of this unit is to develop your knowledge and skills to manage your own performance and development. You will learn how to identify your own development needs and research how these can be met. You will also learn how to review your performance and development with your line manager and complete tasks to an agreed timescale and quality standard.

Level

2

Credit value

4

GLH

18

Observation(s)

0

External Paper(s)

0



### Learning outcomes

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**On completion of this unit you will:**

1. Be able to manage personal performance
2. Be able to manage your own time and workload
3. Be able to identify your own development needs
4. Be able to fulfil a personal development plan

### Evidence requirements

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**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](http://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](http://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

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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

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Management and Leadership (2012) National Occupational Standards:

- CFAM&LAA1 Manage yourself

\*This is not an exhaustive list.

## Learning outcome 1

Be able to manage personal performance

You can:	Portfolio reference
a. Agree specific, measurable, achievable, realistic and time-bound (SMART) objectives that align with business needs with line manager	
b. Agree criteria for measuring progress and achievement with line manager	
c. Complete tasks to agreed timescales and quality standards	
d. Report problems beyond your own level of competence and authority to the appropriate person	
e. Take action needed to resolve any problems with personal performance	

## Learning outcome 2

Be able to manage your own time and workload

You can:	Portfolio reference
a. Plan and manage workloads and priorities using time management tools and techniques	
b. Take action to minimise distractions that are likely to limit the effective management of time and the achievement of objectives	
c. Explain the benefits of achieving an acceptable “work-life balance”	

## Learning outcome 3

Be able to identify your own development needs

You can:	Portfolio reference
a. Identify organisational policies relating to personal development	
b. Explain the need to maintain a positive attitude to feedback on performance	
c. Explain the potential business benefits of personal development	
d. Identify your own preferred learning style(s)	
e. Identify your own development needs from analyses of the role, personal and team objectives	
f. Use feedback from others to identify your own development needs	
g. Agree specific, measurable, achievable, realistic and time-bound (SMART) development objectives that align with organisational and personal needs	

## Learning outcome 4

Be able to fulfil a personal development plan

You can:	Portfolio reference
a. Agree a personal development plan that specifies actions, methods, resources, timescales and review mechanisms	
b. Make use of formal development opportunities that are consistent with business needs	
c. Use informal learning opportunities that contribute to the achievement of personal development objectives	
d. Review progress against agreed objectives and amend plans accordingly	
e. Share lessons learned with others using agreed communication methods	



# Notes

Use this area for notes and diagrams



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February 2019