

Manage personal and professional development

UBU57

The aim of this unit is to develop your knowledge, understanding and skills to manage your own personal and professional development. You will learn how to evaluate your current and future development needs and identify how they can be met. You will also learn how to obtain feedback on your performance and review your progress to make amendments to your development plan in the light of feedback.

Level

3

Credit value

3

GLH

12

Observation(s)

0

External Paper(s)

0



Learning outcomes

On completion of this unit you will:

1. Be able to identify personal and professional development requirements
2. Be able to fulfil a personal and professional development plan
3. Be able to maintain the relevance of a personal and professional development plan

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

Management and Leadership (2012) National Occupational Standards:

- CFAM&LFA5 Manage projects

*This is not an exhaustive list.

Learning outcome 1

Be able to identify personal and professional development requirements

You can:	Portfolio reference
a. Compare sources of information on professional development trends and their validity	
b. Identify trends and developments that influence the need for professional development	
c. Evaluate your current and future personal and professional development needs relating to the role, the team and the organisation	

Learning outcome 2

Be able to fulfil a personal and professional development plan

You can:	Portfolio reference
a. Evaluate the benefits of personal and professional development	
b. Explain the basis on which types of development actions are selected	
c. Identify current and future likely skills, knowledge and experience needs using skills gap analysis	
d. Agree a personal and professional development plan that is consistent with business needs and personal objectives	
e. Execute the plan within the agreed budget and timescale	
f. Take advantage of development opportunities made available by professional networks or professional bodies	

Learning outcome 3

Be able to maintain the relevance of a personal and professional development plan

You can:	Portfolio reference
a. Explain how to set specific, measurable, achievable, realistic and time-bound (SMART) objectives	
b. Obtain feedback on performance from a range of valid sources	
c. Review progress toward personal and professional objectives	
d. Amend the personal and professional development plan in the light of feedback received from others	

Notes

Use this area for notes and diagrams


