

<p><b>521</b></p> <p><b>Managing own continuing professional development</b></p>	<p><b>Additional Notes to guide on Unit 8607-521</b></p> <p>Note – Section 1 is focused on the review of personal <u>and</u> work-related development experiences, aims, objectives and priorities.</p> <p>Section 2 – focuses on being able to undertake <u>and</u> evaluate planned development activities.</p> <p>Section 3 – focuses on a review and reflection of learning and its effects on workplace performance.</p> <p>Tips</p> <ul style="list-style-type: none"> <li>• Use a brief introduction to aid context around role, this does not form part of the word count.</li> <li>• Use the ACs to provide structure and headings to the work.</li> <li>• Academic sources/models/frameworks cited in work should be fully referenced.</li> <li>• This is a large unit and will require concise writing, you are advised to use appendices appropriately, referring to key points in the main body of work.</li> <li>• Word counts are tight, so consider using tables and grids to support, but don't overuse these. Brevity in writing at this level is a key skill.</li> <li>• Use the mark sheet to help structure answers and focus on the ACs, aiming for Good Pass.</li> <li>• Use the ilm verb descriptor doc to aid understanding.</li> </ul>
<p>AC 1.1 <b>Evaluate</b> prior learning and work-related experience to identify personal strengths and weaknesses in self-development</p>	<p>In this section it is necessary to <b>evaluate</b> you own prior learning and work-based strengths and weaknesses in terms of self-development.</p> <ol style="list-style-type: none"> <li>1. It is useful to provide some context around previous experience and skills areas. You could provide a time frame in terms of this around the roles you undertook during that time including any formal or informal learning. Using a SWOT (in a table format) would help identify specific areas for job/role progression.</li> </ol>

	<p>For objectivity consider appraisal or performance reviews and the feedback gained. What development points were identified, and which type of training was beneficial. This may help you to reflect on personal weaknesses such as lack of knowledge or necessary training, a lack of management/leadership skills and inexperience in terms of techniques you could use to support others e.g., coaching, mentoring, supervision.</p> <p>What types of learning did you undertake during this time? Formal or informal?</p> <p>Consider your learning style, the learning cycle, and its implications, deep or surface learning and learning transfer.</p> <p>Consider which learning objectives were important to you and why. What did the feedback you received tell you? What was the outcome of any training courses and how did that enable you to develop skills in managing and leading your staff?</p> <p>Consider the range of individual knowledge, skill, and behaviour areas you may need to address such as, needing to learn/understand/apply/demonstrate:</p> <ul style="list-style-type: none"> <li>• Induction, Appraisal, and staff development</li> <li>• Assertiveness, avoiding conflict</li> <li>• Managing performance</li> <li>• Personal impact</li> <li>• Managing flexible/remote working</li> </ul> <p>You may want to consider wider aspects such as personal ethics, values, and mindset to understand why you have developed in certain areas or not.</p> <p>What kinds of self-analysis did you do e.g., surveys, leadership questionnaires, Emotional Intelligence? You should clearly identify improvement areas.</p> <p>In terms of Goal setting - How did you set SMART objectives and which techniques did you use to review progress and achievement?</p> <p>A summary conclusion should be provided pulling the views judgement/opinion together – Consider what are the key areas of personal strengths and weakness? What have you learned because of the evaluation and what impact does it have on your personal development either positively or negatively? It is important that you outline this as it shows the evaluation is applied.</p>
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	<p>Focus on ILM assessment verb “<b>EVALUATE</b>” evaluation is normally detailed and provides a solution or conclusion and/or recommendation (perhaps for further exploration). An evaluation could include a comparative element.</p>
<p>AC 1.2 <b>Assess</b> personal development aims, objectives, and priorities for the long, medium and short term</p>	<p>In this section you are required to assess personal development aims, objectives and priorities in the long, medium, and short term.</p> <p>You will devise a Personal Development Plan and CPD Log (place in appendices). Consider how and what you will assess, which criteria you will use to judge and decide if the aims, objectives, and priorities are achievable in terms of long, medium, and short terms goals set.</p> <p>Consider self-management skills for undertaking planned learning and development activities (time/task management, recognising distracters, personal motivation, planning skills and techniques, etc)</p> <p><u>Consider the range of learning and development opportunities available - formal and informal-</u></p> <p>What it is you want to progress in terms of knowledge and experience within your field of work? What do you need to undertake and successfully complete to progress in your role or further career development, what opportunities may arise?</p> <p><u>Evaluation nature, purpose and techniques: -</u></p> <p>What criteria will you use to assess whether the aim is achievable? Ensure you make this clear and judge against it, e.g., Time, commitment, costs, work life balance, impact on role, development barriers or other.</p> <p>Summarise your assessment, consider the wider areas you may be able to progress into? Weigh up how achievable the aims will be.</p> <p>Using the same approach give further examples for your Medium Goals and Short-Term Goals.</p> <p>Provide an overall summary to acknowledge the competing priorities between these aims and goals over the long, medium, and short term.</p> <p>In terms of the objectives define, what you need to do to meet the aims and look at what needs to be prioritised first for personal development.</p>

	<p><u>Long term Goals</u> – Outline in example the overall aim - This should be clear and have realistic timeframes. Does it require formal training, or could informal approaches aid this. What consideration will you apply here, will it progress your career, help with leadership and management or something else?</p> <p><u>Objectives and Priorities</u> – In relation to the aim set. Consider what will you need to do to achieve the aim, and in what timescale and order? What barriers might there be and what other considerations would you need to apply to the situation. What information or documentation may you need? How will you keep on track? What is the main priority? Consider possible cost implications and how change may impact your plan, what would happen if you didn't do something? How does this all fit with the longer-term goals you have set e.g., career progression, work life balance.</p> <p>These goals and objectives should be reflected in your personal development plan, along with any CPD activity that has been done, which should be on-going.</p> <p>Focus here must be given to the ILM assessment verb “<b>ASSESS</b>” and the specific context of the assessment criteria.</p>
<p>AC2.1 <b>Evaluate</b> development opportunities for the long, medium and short term</p>	<p>Here you are required to <b>evaluate</b> the development options available to you in the long, medium, and short term. It should be sufficiently detailed, including pros and cons and it can be produced in table format.</p> <p><u>Consider: What, Where and How:</u></p> <p>What are the development opportunities? What options are available to you, do you require funding, time, or resources to secure the development opportunities? Explain what and why you considered them. Did you do any research? If so, what specifically e.g., project management courses. What are the stress factors? Do you need coaching or support? What is the cost/time implication, what are the risks?</p> <p>You could present a table here to show the developed activities over the short, medium, and longer term to address needs and outline the pros and cons in each area. What did you consider e.g., on the job training, coaching, job shadowing, project work, formal qualifications?</p> <p>You need to demonstrate and justify how the methods chosen will be actioned to allow you/the individual the opportunity to improve your skills, knowledge, and</p>

	<p>behaviour to aid overall development over the short, medium, and longer terms.</p> <p>Consider the personal commitment needed and the support required, who will you need to influence to gain this?</p> <p>What do you recommend as solutions in the long, medium, and short term? Consider the development of skills and knowledge in terms of work practice, management, and leadership.</p> <p>Give a summary conclusion and think about the significance and worth of your actions? What are the likely impacts on the team/organisation, what are the barriers to achieving and how will you overcome these?</p> <p>Focus here must be given to the ILM assessment verb “<b>Evaluate</b>”.</p>
<p>AC2.2 <b>Justify</b> undertaking planned personal development activities to employment and learning supervisors</p>	<p>This AC requires the learner to <b>justify</b> undertaking planned personal development activities to their employment and learning supervisor.</p> <p>Consider your personal development journey within the organisation and work role. What has motivated you to attempt to progress? Think about your personal traits here e.g., sense of achievement through progression, need for wider responsibility.</p> <p>Consider a discussion/ communication you may have had with your manager to justify why it would be important to undertake the planned development activities. How does this look from your perspective? What do you need to personally invest and what are the benefits of doing so? Consider what would happen if your development need and goals are not realised?</p> <p>Consider - Which areas need to be justified to your manager and why? How would you justify the cost v benefits? Will you need to present a business case? What wider benefits to the team and organisation would you sell? Reflecting on impacts, what where they? Who did you seek out to support you?</p> <p>Offer a summary conclusion - What boundaries needed to be set and how did you do this with your manager? Reflect - How have the planned activities helped provide you with additional knowledge and experience to progress your career outlining the short, medium, and longer- term goals?</p>

	<p>Focus here must be given to the ILM assessment verb “<b>JUSTIFY</b>” in the specific context of the assessment criteria.</p>
<p>AC 2.3 Negotiate and undertake planned and resourced development activities</p>	<p>Following your justification in AC2.2 you now need to demonstrate how you negotiated and undertook planned and resourced development activities.</p> <p>Reflect on and review the training done to improve your development. This should cover the short, medium, and longer-term activities you planned. What were your successes/ achievements?</p> <p>Consider your personal development plan and how you broke this down into short, medium, and longer term aims and objectives. You will have indicated your development goals but what resources do you need / did you use to support them?</p> <p>Explain with examples what activity you did, what steps you took, who you contacted, any issues posed, what you needed to negotiate and with whom e.g. Two-hour time allowance out of work needed so negotiated with line manager.</p>
<p>AC 2.4 Evaluate the effectiveness of the development activities in meeting personal aims, objectives, and priorities</p>	<p>Here you are required to evaluate the effectiveness of the development activities, did they meet your personal aims, objectives, and priorities? If so, how well and why? If not, why not?</p> <p>Over the short, medium, and longer-term did you need to revisit anything, change or review? If so, what, and why? What didn't go to plan? What did you complete?</p> <p>Provide a brief conclusion here, what was particularly successful and what wasn't? Consider impacts such as time, information. What key themes did you need to consider e.g., time, funding.</p> <p>How did you monitor and prioritise you were on track? e.g., 1-2-1 reviews, reprioritising or ending an activity.</p> <p>The focus here is on the verb <b>Evaluate</b>.</p>
<p>AC 3.1 Critically review how learning and development has been applied in the workplace to improve own or others' performance</p>	<p>The focus here is to critically review how the learning and development has been applied in the workplace to improve own <u>and</u> others' performance.</p> <ul style="list-style-type: none"> <li>You will need to consider Performance appraisal techniques – self-appraisal, feedback, 360°, formal performance appraisal, etc</li> </ul>

	<ul style="list-style-type: none"> <li>• Goal setting, SMART objectives, and techniques for reviewing progress and achievement</li> </ul> <p>Using feedback from appraisal or 360 feedback - Review the short, medium, and longer-term aims and how you have applied the learning and development within the workplace, role, and the impact this had on your own performance, successful or not.</p> <p>What specific learning areas helped you develop? Which models, frameworks or tools did you use or find effective?</p> <p>How did you apply that learning with the team specifically? Did it help you better manage change, focus on obstacles? What did any additional training help with? What impact did this have on others to improve their performance?</p> <p>Summarise and conclude, overall did the activities help, hinder you or not? What strategic challenges did it help with and how did it enable you to review development needs of the team? What are the pros and cons? Would you do anything different to help the team? Do you still need to develop anything further, if so, what? Base this on objective feedback from others.</p> <p>The focus here is on the verbs to <b>critically review</b>.</p>
<p>AC 3.2 Review and revise short, medium, and long-term goals based upon personal development activities and their impact on the workplace</p>	<p>In this section, you are reviewing short, medium- and longer-term goals based upon your personal development activities and impact.</p> <p>You need to break it down into the short, medium, and longer term and consider the priorities you had initially set, the time scales, you will need to revise and set new aims, objectives/priorities where required. Outline what these new priorities may be.</p> <p>Consider feedback based on your personal impact with the wider team and on the organisation because of the training and development undertaken, how did monitoring and review sessions help with this?</p>
<p>Appendices should be used sparingly with key points made in the main body of work but may include:</p>	<p>Self-analysis - Leadership, EI, strengths-based approach, Personal Development Plan with CPD. Range of product evidence to show the types of activities planned and undertaken and how these were arranged, budgeting information. Monitoring and evaluation feedback to demonstrate personal impact/progression.</p>
	<p>This information is for guidance only and ILMA does not prescribe any particular model, theory or specific</p>

	<p>methodology to Centre's. The interpretation and application to meet these AC's rests with the Centre/Tutor/Learner and will be in the context of the delivery and organisational approach used. As a result, no guarantee can be provided that your learners will pass the assessment as a result of this guidance.</p>
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