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| Title: | | **Managing personal development** | | |
| Level: | | 4 | | |
| Credit value: | | 15 | | |
| Unit guided learning hours | | 6 | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand how to identify and prioritise work-related development requirements | | | 1.1  1.2 | Prioritise own work-related development needs with employment supervisor and/or learning supervisor  Evaluate available development support and resources and their constraints, with employment supervisor and/or learning supervisor |
| 1. Be able to implement and evaluate planned development activities and apply learning in the workplace | | | 2.1  2.2  2.3  2.4 | Plan and agree development activities with employment supervisor and/or learning supervisor  Undertake development activities as planned  Review at agreed intervals, with employment supervisor and/or learning supervisor, the effectiveness of development activities in meeting objectives and needs  Determine, with employment supervisor and/or learning supervisor, how learning and development can be used to improve workplace performance |
| 1. Understand the impact of development on workplace performance | | | 3.1  3.2  3.3 | Evaluate with employment supervisor and/or learning supervisor the achievement of short-term goals and progress towards achieving medium and long-term goals  Revise development plans appropriately following evaluation with employment supervisor and/or learning supervisor  Evaluate with employment supervisor and/or learning supervisor how development activities have affected work performance |
| **Additional information about the unit** | | | The terms ‘employment supervisor’ and ‘learning supervisor’ are used to refer, respectively to a line manager and/or workplace mentor who has agreed responsibility with the ILM centre for supervising and assessing workplace learning activity, and to the tutor or trainer who has responsibility for advising, supporting and assessing the candidate’s workplace learning.  This unit should be done over a long period of time (6-12 months). Candidates should expect to spend about 5 hours a month on average researching leadership and management. At least a similar amount of time should be spent exploring practise in their own organisation and reflecting on their own performance. | |
| Unit purpose and aim(s) | | | To enable candidates to take responsibility for managing own personal work related development, with guidance and support from others. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management and Leadership 2004 NOS: A2, A3 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | M4.15 Managing personal development | |
| Location of the unit within the subject/sector classification system | | | 15.3 Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Techniques for personal self assessment * Concept of ‘learning styles’ and different learning styles models * Learning cycle and its implications, deep and surface learning and learning transfer * Sources and types of learning (formal and informal) * Goal setting, SMART objectives and techniques for reviewing progress and achievement | | | |
| 2 | * Range of learning and development opportunities available (formal and informal) and techniques for determining their appropriateness to meet learning goals and personal learning preferences * Self management skills for undertaking planned learning and development activities (time/task management, recognising distracters, personal motivation, planning skills and techniques, etc) * Evaluation nature, purpose and techniques | | | |
| 3 | * Performance appraisal techniques – self-appraisal, feedback, 3600, formal performance appraisal, etc * Goal setting, SMART objectives and techniques for reviewing progress and achievement | | | |