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| Title: | **Managing own continuing professional development (M5.31)** |
| Level: | 5 |
| Credit value: | 15 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Be able to review personal and work-related development experiences, aims, objectives and priorities
 | 1.11.2 | Evaluate prior learning and work-related experience to identify personal strengths and weaknesses in self-development Assess personal development aims, objectives, and priorities for the long, medium and short term |
| 1. Be able to undertake and evaluate planned development activities
 | 2.12.22.32.4 | Evaluate development opportunities for the long, medium and short termJustify undertaking planned personal development activities to employment and learning supervisors Negotiate and undertake planned and resourced development activities Evaluate the effectiveness of the development activities in meeting personal aims, objectives, and priorities |
| 1. Be able to review and reflect on learning and its effect on workplace performance
 | 3.13.2 | Critically review how learning and development has been applied in the workplace to improve own or others’ performanceReview and revise short, medium and long-term goals based upon personal development activities and their impact on the workplace  |
| **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.It is expected that this activity will extend over a period of 6 to 12 months. |
| Unit purpose and aim(s) | To enable candidates to take personal responsibility for managing their own development |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 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) | Management Standards Centre (MSC) |
| Location of the unit within the subject/sector classification system | Business Management |
| Unit guided learning hours | 20 |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Techniques for personal self assessment
* Evaluating prior learning and performance
* Concepts of ‘learning styles’ and different learning style 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
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| 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
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| 3 | * Performance appraisal techniques – self-appraisal, feedback, 360o, formal performance appraisal, etc
* Goal setting, SMART objectives and techniques for reviewing progress and achievement
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