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## Overview

This standard is about

- 1 managing your own knowledge, understanding, skills, experience and time
- 2 managing your own professional development in order to achieve your work objectives
- 3 ensuring gaps in your own skills and knowledge are minimised to meet current and future requirements

# COSVR712 - SQA Unit Code F3DP 04

## Manage own professional development

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### Performance criteria

- You must be able to:*
- P1 evaluate the current and future requirements of your work role, taking account of your organisation's objectives
  - P2 identify any development needs between the current and future requirements of your work role, and discuss them with the people responsible in order to assist in the completion of a development plan
  - P3 undertake the activities, to meet current and future requirements, identified in your development plan, and evaluate their contribution to your performance
  - P4 obtain and accept feedback from people who can judge your performance and provide objective, valid feedback
  - P5 ensure that your performance consistently meets, or goes beyond, agreed requirements

# COSVR712 - SQA Unit Code F3DP 04

## Manage own professional development

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Evaluate current and future requirements

- K1 how to evaluate the **current and future requirements** of your work role
- K2 how to take account of your organisations objectives when evaluating **current and future requirements**

#### Performance Criteria 2

##### Identify development needs

*You need to know and understand:*

- K3 how to identify development needs between **current and future requirements**
- K4 how to discuss development needs with **people responsible** in order to complete a development plan
- K5 how to complete a development plan

#### Performance Criteria 3

##### Undertake development activities

*You need to know and understand:*

- K6 how to evaluate the contribution to your performance, of activities undertaken to meet **current and future requirements**

#### Performance Criteria 4

##### Obtain feedback

*You need to know and understand:*

- K7 how to identify the **people responsible**, who are in a position to judge your performance and who can provide objective, valid **feedback** to you
- K8 how to accept and record valid, objective **feedback**

#### Performance Criteria 5

##### Ensure consistent performance

*You need to know and understand:*

- K9 how to agree the requirements of consistent performance with the **people responsible**
- K10 how to ensure your performance consistently meets, or goes beyond, **agreed requirements**

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## Manage own professional development

### Additional Information

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#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records of current and future requirements of your work role considered against your organisation's objectives

#### Performance Criteria 2

- 2 records of discussions with people responsible and identify any development needs

- 3 records of a completed development plan

#### Performance Criteria 3

- 4 records of activities undertaken
- 5 records of evaluation of activities undertaken

#### Performance Criteria 4

- 6 records of feedback on your performance

#### Performance Criteria 5

- 7 records of feedback on your performance
- 8 records of reviewing your development plan

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## Manage own professional development

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### Scope/range related to knowledge and understanding

#### Agreed requirements

- 1 on time
- 2 quality
- 3 quantity

#### Current and future requirements

- 4 new skills
- 5 new soft skills
- 6 new knowledge
- 7 external information
- 8 internal information
- 9 specialist skills or knowledge
- 10 revision of existing skills or knowledge

#### Feedback

- 11 formal appraisal
- 12 interim appraisal
- 13 verbal report
- 14 written report
- 15 reference
- 16 report

#### People responsible

- 17 the client, customer or their representative
- 18 contractors
- 19 consultants
- 20 sub-contractors
- 21 suppliers
- 22 workforce
- 23 internal management

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## Manage own professional development

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