

COSVR740 - SQA Unit Code F3HB 04

Manage your personal development



Overview

This standard is about

- 1 improving the development of yourself through personal planning, action and review
- 2 measuring and recording achievement against identified standards

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Performance criteria

- You must be able to:*
- P1 define your personal aims and objectives for undertaking development
 - P2 contact sources of support and guidance to identify recognised standards for you to manage your personal development
 - P3 analyse the current level of your knowledge and performance and develop a profile of your development needs
 - P4 prepare a development plan for achieving identified development needs
 - P5 undertake development activities aimed at achieving identified development needs, reviewing and recording progress and the effectiveness of the activities
 - P6 measure achievement of identified development needs and record evidence of knowledge and competence gained against recognised standards
 - P7 review the cycle of personal development aims and objectives to revise and update aims and objectives to suit changing circumstances

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Aims and objectives

- K1 how to define your **aims and objectives** for undertaking development
- K2 why you need to define **aims and objectives**

Performance Criteria 2

Support and guidance

You need to know and understand:

- K3 how to contact **sources of support and guidance** to identify **recognised standards**
- K4 why you need to identify **recognised standards** for you to undertake personal development

Performance Criteria 3

Analyse performance

You need to know and understand:

- K5 how to analyse your current level of knowledge and performance against selected and **recognised standards**
- K6 how to develop a profile of your **personal development** needs
- K7 why you need to develop a profile of your **personal development** needs

Performance Criteria 4

Development plan

You need to know and understand:

- K8 how to prepare a **personal development** plan
- K9 why you need to prepare a **personal development** plan

Performance Criteria 5

Development activities

You need to know and understand:

- K10 how to undertake development activities to achieve **personal development** needs
- K11 how to review and record progress and evaluate the effectiveness of the activities

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You need to know and understand:

Performance Criteria 6

Measure achievement

- K12 how to measure achievement of identified **personal development** needs
- K13 how to record evidence of your knowledge and competence against identified **recognised standards**

You need to know and understand:

Performance Criteria 7

Review, revise and update

- K14 how to review the cycle of **personal development** and **aims and objectives**
- K15 how to revise and update **aims and objectives** to suit changing circumstances
- K16 why you need to review, revise and update your **personal development** plan

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of personal aims and objectives

Performance Criteria 2

- 2 records of contact with at least three of the following sources of support and guidance and the standards identified
 - 2.1 national bodies
 - 2.2 industry bodies
 - 2.3 professional institutions
 - 2.4 further education organisations
 - 2.5 training providers
 - 2.6 in-house resources
 - 2.7 line manager
 - 2.8 colleagues
 - 2.9 trade periodicals and journals
 - 2.10 electronic sources

Performance Criteria 3

- 3 records of the current level of your performance compared against selected and recognised standards
- 4 profile of present competence and personal development needs

Performance Criteria 4

- 5 records of a personal development plan

Performance Criteria 5

- 6 records of development activities undertaken
- 7 records of the process used to review and record progress and effectiveness

Performance Criteria 6

- 8 records of achievement
- 9 records of comparing achievement with selected standards of competence

Performance Criteria 7

- 10 records of reviews conducted on personal aims and objectives
- 11 records of updates made to personal development plan

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Scope/range related to knowledge and understanding

Aims and objectives

- 1 preparation for new job
- 2 intellectual challenge
- 3 need for updating
- 4 professional competence
- 5 compliance with employer
- 6 professional body membership requirements
- 7 promotion
- 8 job change
- 9 awareness of shortcomings

Personal development

- 10 maintenance of existing competence
- 11 improvements to existing skills
- 12 improvements to existing knowledge
- 13 improvements to existing competence
- 14 development of new competence
- 15 commitment to professional excellence

Sources of support and guidance

- 16 national bodies
- 17 industrial bodies
- 18 professional institutions
- 19 further education organisations
- 20 training providers
- 21 in house

Recognised standards

- 22 job descriptions
- 23 professional institution requirements
- 24 national occupational standards
- 25 industry recognised standards

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