

## **Unit L&D10      Reflect on, Develop and Maintain Own Skills and Practice in Learning and Development (FD42 04)**

**Source: Learning and Development Standard 10**

### **What this Unit is about**

This Unit is about the learning and development practitioner reflecting on their current practice, identifying their own learning and development needs and taking part in continuing professional development.

The types of activities the candidate will be involved in include:

- 1 Evaluating own performance as a learning and development practitioner
- 2 Continually developing own practice as a learning and development practitioner

To achieve this Unit the candidate is required to demonstrate reflective practice and continuing professional development in all key areas of their work.

The candidate's performance will be assessed by the assessor looking at products of work, for example:

- ◆ records of their work on keeping up-to-date on the requirements of their role
- ◆ records of how they keep abreast of developments in learning and development
- ◆ feedback that they have stimulated from learners and colleagues
- ◆ self-evaluations of their own practice in learning and development
- ◆ their personal development plan and evidence of how this has been updated over time
- ◆ records of continuing professional development activities
- ◆ evidence of how they have shared new knowledge and skills with colleagues

The assessor will also engage in a professional discussion with the candidate to explore how they have reflected on their practice and used these reflections to improve what they do.

## **Terminology**

Within this Unit the following explanations and examples apply:

Role	<i>This is used to describe the job that the practitioner is contracted to carry out and the work that they must do.</i>
Practice	<i>This refers to the 'way' that the practitioner carries out their work and takes account of factors such as their approach to their work.</i>

Performance	Knowledge
<b>What the candidate must do:</b>	<b>What the candidate must know:</b>
<p><b>1 Evaluate own performance as a learning and development practitioner</b></p> <p>(a) Identify current performance requirements relevant to own practice.</p> <p>(b) Identify trends and developments relevant to own skills, knowledge and practice.</p> <p>(c) Identify and critically reflect on how own beliefs and attitudes influence own practice.</p> <p>(d) Seek feedback, collect information and continually reflect on own performance.</p> <p>(e) Assess the extent to which own practice is inclusive and promotes equality and diversity.</p> <p>(f) Review and evaluate own skills, knowledge and practice against available information.</p>	<p>1 The extent and limitations of the requirements and responsibilities associated with own role.</p> <p>2 The health and safety practice and personal and social skills relevant to own area of work and management of own workload.</p> <p>3 Team, organisational and own professional goals.</p> <p>4 How to explore current performance requirements relevant to own practice, including role descriptors, standards, benchmarks, codes of practice, and values and principles relevant to own practice.</p> <p>5 How to find out about and stay abreast of trends and developments relevant to own skills, knowledge and practice including those relating to technological developments.</p> <p>6 Effective methods for assessing own values, beliefs and attitudes relevant to own skills and practice.</p> <p>7 Why it is important to understand own values, beliefs and attitudes and how it can affect own work practice as well as own learning and development.</p> <p>8 Why it is important to seek feedback on own performance from all those involved in the learning process and ways that this can be done.</p> <p>9 The type of information that should be collected to inform a review of own skills, knowledge and practice.</p> <p>10 Ways to continuously reflect on and evaluate own efficiency and effectiveness and why this is important.</p> <p>11 Methods that can be used to assess the extent to which own practice is inclusive and promotes equality and diversity.</p> <p>12 Methods that can be used to evaluate own skills knowledge and practice and the range of information that should be used to inform this process.</p>

Performance	Knowledge
<b>What the candidate must do:</b>	<b>What the candidate must know:</b>
<p><b>2 Continually develop own practice as a learning and development practitioner</b></p> <p>(a) Prioritise areas for development and plan how learning and development will be achieved.</p> <p>(b) Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice.</p> <p>(c) Access development needed to carry out own work more effectively and continually use a range of resources to keep own knowledge, skills and practice up-to-date.</p> <p>(d) Keep records of own actions, development plans and progress, and use them to support and inform ongoing reflective practice.</p> <p>(e) Apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired knowledge and skills.</p> <p>(f) Share knowledge, skills and improvements to practice with colleagues where it is likely to be of benefit.</p>	<p>1 The information that should be considered in the prioritisation of own learning and development needs.</p> <p>2 Sources and methods of relevant continuous and professional development to facilitate own learning.</p> <p>3 How research can help to update practice.</p> <p>4 Methods, systems and processes for sharing evaluation information and suggesting improvements.</p> <p>5 How to provide constructive criticism when suggesting improvements to colleagues.</p> <p>6 Why it is important to keep records of own actions, development plans and progress and how these can be used to inform ongoing reflective practice.</p> <p>7 Why it is important to evaluate the effectiveness of learning resources and learning provision used for own learning and development and who this information should be shared with.</p> <p>8 How sharing good practice with others can help to develop own practice.</p> <p>9 The importance of continuous professional development and collaborative reflection on learning development practice.</p>