

---

#### Overview

This standard is about the duty of every individual in the justice and safer communities sector to keep their knowledge, skills and competence up-to-date and develop them to meet the demands of their employment. The standard recognises that everyone has their own learning and development needs as well as broader learning and development interests which might directly relate to their job or career but also be about wider personal development. This commitment by individuals needs to be matched by employers valuing the learning and development of staff.

This is an essential aspect of all jobs in the justice and safer communities sector. It relates to the commitment to lifelong learning for all in the sector and the value that learning can bring to the work of the sector.

#### Target Group

The standard is designed to be applicable to everyone who works in the justice and safer communities sector.

## SFJ AE1 – SQA Unit Code H555 04

### Maintain and develop your own knowledge, skills and competence

---

#### Performance criteria

*You must be able to:*

- P1 seek feedback from others to help you assess your knowledge, skills and competence:
  - P1.1 informally
  - P1.2 formally during appraisals/supervision
- P2 accept feedback in a positive manner
- P3 take action from feedback to develop and enhance your practice
- P4 review and evaluate how well you carry out your own work
- P5 identify and record, in line with organisational objectives:
  - P5.1 your development needs and interests
  - P5.2 the priorities for your learning and development
  - P5.3 possible learning and development methods for those needs and interests
  - P5.4 where you need help to support your learning and development
  - P5.5 your learning and development
- P6 take responsibility for your own learning and development
- P7 analyse and reflect on what is required for competent effective and safe practice
- P8 evaluate what you have learnt and identify how you might use your learning in the future
- P9 apply your knowledge, skills and competence to improve your work
- P10 maintain records of your learning and development/CPD in line with internal or external requirements

## SFJ AE1 – SQA Unit Code H555 04

### Maintain and develop your own knowledge, skills and competence

---

#### Knowledge and understanding

*You need to know and understand:*

- K1 your role, responsibility and objectives in contributing to the achievement of organisational objectives and targets
- K2 why maintaining and developing your knowledge, skills and competence is important for you in your role and to you as an individual and in your organisation
- K3 the value of having learning and development interests
- K4 your own learning and development needs and how these will change over time
- K5 the purpose of having appraisals/supervision and how these contribute to your development as an individual
- K6 why it is helpful to get other people's views on your knowledge, skills and competence
- K7 the methods you can use to review how well you do your work
- K8 why it is important to think about how your role and the organisation that you work in will change and the relationship of this to learning and development
- K9 the different methods of finding out about changes at work
- K10 the learning styles and development methods and opportunities that have helped you learn in the past
- K11 where you can go for support in self-assessment, planning your learning and to help you learn, and the benefits of the different forms of support
- K12 why you need to take responsibility for your own learning and development
- K13 how you can evaluate your learning, apply it and share it, where appropriate, at work
- K14 the reasons for keeping records of learning and development

## SFJ AE1 – SQA Unit Code H555 04

### Maintain and develop your own knowledge, skills and competence

---

#### Scope/range related to performance criteria

In P4, 'reviewing how well you carry out your own work' might relate to: the level of knowledge and skills that you have and how you apply these at work; your overall competence to undertake your job; your values, interests, priorities and life experiences and how these affect your work.

In P5, 'development needs and interests' might be in relation to:

- your current post
- career planning
- sideways moves in your career
- wider interests and aims
- maintaining interest and motivation.

In P5, 'where you need help to support your learning and development' might relate to: help in reviewing your needs and/or interests, in identifying the best ways of learning for you in meeting those learning needs and interests, in identifying the opportunities available etc.

## **SFJ AE1 – SQA Unit Code H555 04**

Maintain and develop your own knowledge, skills and competence

**Links to other NOS** This standard is designed to underpin all other standards as the maintenance and development of your own knowledge, skills and competence is essential to achieving work objectives.

## SFJ AE1 – SQA Unit Code H555 04

Maintain and develop your own knowledge, skills and competence

<b>Developed by</b>	Skills for Justice
<b>Version number</b>	2.0
<b>Date approved</b>	April 2011
<b>Indicative review date</b>	April 2016
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Skills for Justice
<b>Original URN</b>	SFJ AE1
<b>Relevant occupations</b>	Justice and safer communities sector
<b>Suite</b>	Common standards across the Justice sector
<b>Key words</b>	Knowledge, skills, competence, appraisals, supervision, feedback, enhance, develop, learning