

H5L5 04 (SCDHSC0023) — Develop your Own Knowledge and Practice

Overview

This standard identifies the requirements for developing your practice within settings where individuals are cared for or supported. This includes reflecting on your current skills and knowledge in the workplace, taking opportunities to improve your practice and applying learning in the workplace.

Additional Information

Scope/range related to Performance Criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

NOTE: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

Development opportunities may include educational programmes, training activities, coaching, structured feedback, shadowing, secondment, other types of personal or professional support.

The **individual** is the adult, child or young person you support or care for in your work.

Key people are those who are important to an individual and who can make a difference to his or her wellbeing. Key people may include family, friends, carers and others with whom the individual has a supportive relationship.

Others are your colleagues and other professionals whose work contributes to the individual's wellbeing and who enable you to carry out your role.

Personal beliefs may include beliefs about values, cultural norms, religious beliefs and opinions which you hold firmly.

A **personal learning plan** is a formal record of your areas of strength, areas for development, proposed learning opportunities and timeframes for achievement, developed in collaboration with a supervisor/mentor.

Support may include formal and informal supervision, mentoring, peer support, tutor support, assessor support.

Scope/range related to Knowledge and Understanding

All knowledge statements must be applied in the context of this standard.

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- ◆ to be treated as an individual
- ◆ to be treated equally and not be discriminated against
- ◆ to be respected
- ◆ to have privacy
- ◆ to be treated in a dignified way
- ◆ to be protected from danger and harm
- ◆ to be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- ◆ to communicate using their preferred methods of communication and language
- ◆ to access information about themselves

Performance Criteria — What you do in your job

You must provide evidence to meet all the 14 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

Reflect on your current practice

	Performance Criteria	Evidence Number where this criteria has been met
1	Clarify with others the skills, knowledge and values required to carry out your job role.	
2	Clarify with others the areas of your work where literacy, numeracy and information technology skills are necessary.	
3	Actively seek feedback from individuals, key people and others on your use of skills, knowledge and values in your practice.	
4	Agree with others the areas of strength in your practice.	
5	Reflect with others on the way your values, personal beliefs and experiences may affect your work with individuals.	

Plan to develop your knowledge and practice

6	Seek support from others to identify areas for development within your practice that would help you to carry out your work activities more effectively.	
7	Seek advice on development opportunities to achieve development.	
8	Agree a personal development plan with others.	
9	Secure opportunities for development.	

Apply acquired knowledge and skills in your work

	Performance Criteria	Evidence Number where this criteria has been met
10	Use opportunities with others to reflect on your learning from development opportunities in order to continuously improve your practice.	
11	Review how the newly acquired skills and knowledge can be applied in your practice.	
12	Confirm with others that it is safe and within your job role before applying new skills and knowledge.	
13	Apply new skills and knowledge that have been agreed as appropriate to your job role.	
14	Evaluate with others how far your new skills and knowledge have enhanced your work.	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 12 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

Rights

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
1	Work setting requirements on equality, diversity, discrimination and rights.	
2	Your role supporting rights, choices, wellbeing and active participation.	

How you carry out your work

3	Codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard.	
4	The main items of legislation that relate to the content of this standard within your work role.	
5	Your own background, experiences and beliefs may affect the way you work.	
6	Your own roles and responsibilities with their limits and boundaries.	

Personal and professional development

7	Why it is important to reflect on how you do your work.	
8	How to use your reflections to improve the way you work.	

Knowledge that is Specific to this NOS

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
9	Your role and the role of others in evaluating and developing your skills and knowledge through supervision and appraisal or other arrangements.	
10	The range of learning opportunities and how to access them.	
11	How to use learning opportunities effectively to improve your knowledge and practice, including learning from day to day experiences.	
12	How to apply learning and transfer skills into new situations.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	