Unit title	Personal and Professional Development
SQA code	H8RE 04
SCQF level	8
SCQF credit points	7
SSC ref	N/A

History of changes

Publication date: March 2015

Version: 01

Version number	Date	Description	Authorised by

Title	Personal and Professional Development

Learning Outcomes The candidate will:		Assessment Criteria The candidate can:	
1	Understand how to plan for personal and professional development.	1.1	Describe the benefits of personal and professional development.
		1.2	Identify development opportunities for career and personal progression.
		1.3	Analyse development opportunities that may support career and personal progression.
2	Understand how people learn.	2.1	Explain the principles of how people learn.
		2.2	Describe different learning styles.
		2.3	Evaluate learning resources to support development.
		2.4	Analyse the use of different learning strategies.
3	Be able to produce personal and professional development plans.	3.1	Carry out self-audit of skills and experience.
		3.2	Identify targets for personal and professional development.
		3.3	Use methods to track personal development.
		3.4	Create a personal and professional development plan.
4	Be able to make recommendations for personal and professional development.	4.1	Explain the benefits of reflective practice.
		4.2	Evaluate progress against development plan.
		4.3	Recommend opportunities for further development.

Additional information about the Unit
Unit purpose and aim(s)
This Unit is designed to develop the candidates knowledge and understanding of the different methods and resources available to them to help them plan for their personal and professional development. They will develop an understanding of how people learn and be able to evaluate available learning resources and analyse the use of different learning strategies. They will also be required to produce a personal and professional development plan, carrying out a self-audit and identifying targets for their personal development and ways of tracking their personal developments.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
N/A
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Candidates must cover all the Learning Outcomes and Assessment Criteria.

This Unit is designed to assess the skills of candidates in the workplace. Observation of Candidate performance can only be carried out on-the-job and should be the preferred source of evidence of competent performance.

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the candidates on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

♦ witness testimony
♦ questioning
♦ professional discussion
♦ product and photographic evidence
♦ relevant active documentation, reports, presentations
♦ other valid evidence which relates directly to candidate performance on-the job

Evidence for this Unit is likely to be presented in the form of a portfolio.

Guidance on Instruments of Assessment

SQA's Guide to Assessment provides further information on appropriate Instruments of Assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website **www.sqa.org.uk**.