
Overview

This unit is concerned with practising in a manner that brings credit to you and your business through the maintenance of professional competence and the development of others in contributing to the improvement of your business.

It is about reviewing your development needs planning and deciding how to meet them, carrying out your plan and evaluating its success. This will lead on to an update of your needs review, and the process becomes ongoing. You must be able to produce and defend your CPD plans and records.* It is about helping other people to review their development needs; giving them information, advice and support about how they can meet them; and monitoring their progress. * CPD=Continuing Professional Development

Performance criteria

You must be able to:

Undertake personal development in the occupational practice area

- 1 define your aims and objectives for undertaking personal development
- 2 identify and contact sources of support and guidance for undertaking personal development
- 3 identify and select relevant standards of competence against which personal development can be measured
- 4 analyse your current personal level of performance against the identified standards of competence and record a profile of present competence and personal development needs
- 5 prepare a development plan for achieving identified development needs
- 6 undertake development activities aimed at achieving identified development needs, review and record progress and the effectiveness of the activities
- 7 measure the achievement of identified development needs and record the evidence of competence gained against the identified standards of competence
- 8 review, revise and update the aims and objectives to suit changing circumstances

Enable people to learn and benefit from your experience

- 9 identify, through discussion with people, areas where they need help to achieve their agreed competence levels and use the information to produce an agreed personal development plan
- 10 identify and offer adequate and appropriate opportunities and resources for people to learn
- 11 select and summarise relevant and up to date information about knowledge and practice in a format which is suitable for distribution and for developing learning materials
- 12 advise and coach people so that they can identify their current level of competence, their learning needs and targets
- 13 select and use appropriate learning techniques and methods which are suitable for the topic and the needs of the individual
- 14 present information to other people using a pace, style and form which is appropriate to their needs
- 15 encourage people to ask questions and seek clarification and advice when they need help and during learning activities
- 16 review people's progress towards agreed objectives and give realistic and positive feedback on achievements

Knowledge and understanding

You need to know and understand:

Undertake personal development in the occupational practice area

- 1 how and why to define your aims and objectives for undertaking personal development (evaluation)
- 2 what to identify as sources of support and guidance for undertaking personal development (application)
- 3 how to contact sources of support and guidance for undertaking personal development (application)
- 4 what to identify as relevant standards of competence against which personal development can be measured (understanding)
- 5 how and why to select relevant standards of competence against which personal development can be measured (evaluation)
- 6 how and why to analyse your current personal level of performance against the identified standards of competence (analysis)
- 7 how to record a profile of present competence and personal development needs (application)
- 8 how to prepare a development plan for achieving identified development needs (application)
- 9 how to undertake development activities aimed at achieving identified development needs (application)
- 10 how and why to review progress and the effectiveness of the activities (analysis)
- 11 how to record progress and the effectiveness of the activities (application)
- 12 how to measure the achievement of identified development needs (application)
- 13 how to record the evidence of competence gained against the identified standards of competence (application)
- 14 how and why to review the aims and objectives to suit changing circumstances (analysis)
- 15 how to revise the aims and objectives to suit changing circumstances (application)
- 16 how to update the aims and objectives to suit changing circumstances (application)

Enable people to learn and benefit from your experience

- 17 what to identify, through discussion with people, areas where they need help to achieve their agreed competence levels (understanding)

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- 18 how to use the information to produce an agreed personal development plan (application)
 - 19 what to identify as adequate and appropriate opportunities and resources for people to learn (understanding)
 - 20 how to offer adequate and appropriate opportunities and resources for people to learn (application)
 - 21 how and why to select relevant and up to date information about knowledge and practice in a format which is suitable for distribution and for developing learning materials (evaluation)
 - 22 how to summarise relevant and up to date information about knowledge and practice in a format which is suitable for distribution and for developing learning materials (application)
 - 23 how to advise people so that they can identify their current level of competence, their learning needs and targets (synthesis)
 - 24 how and why to coach people so that they can identify their current level of competence, their learning needs and targets (synthesis)
 - 25 how and why to select appropriate learning techniques and methods which are suitable for the topic and the needs of the individual (evaluation)
 - 26 how to use appropriate learning techniques and methods which are suitable for the topic and the needs of the individual (application)
 - 27 how to present information to other people using a pace, style and form which is appropriate to their needs (application)
 - 28 how to encourage people to ask questions and seek clarification and advice when they need help and during learning activities (application)
 - 29 how and why to review people's progress towards agreed objectives (analysis)
 - 30 how and why to give realistic and positive feedback on achievements (synthesis)

Scope/range

Undertake personal development in the occupational practice area

1 Aims and objectives:

- 1.1 preparation for career development
- 1.2 intellectual challenge
- 1.3 meeting organisational requirements
- 1.4 need to provide evidence of professional competence
- 1.5 compliance with employer and professional requirements
- 1.6 awareness of development needs
- 1.7 developing personal networks

2 Personal development:

- 2.1 development of new competence
- 2.2 maintenance of existing competence
- 2.3 improvements to existing competence
- 2.4 commitment to professional excellence

3 Sources of support and guidance:

- 3.1 national/industry bodies
- 3.2 professional institutions
- 3.3 education and training providers
- 3.4 in house
- 3.5 mentoring
- 3.6 national occupational standards
- 3.7 benchmarks
- 3.8 current publications (printed & on-line)

4 Standards of competence:

- 4.1 job descriptions and personal specification
- 4.2 professional institution requirements
- 4.3 national occupational standards

5 Development plan includes:

- 5.1 priorities
- 5.2 target dates
- 5.3 development activities

6 Development activities:

- 6.1 formal courses
- 6.2 research

- 6.3 work experience
- 6.4 personal study
- 6.5 work shadowing/secondments
- 6.6 mentoring including professional discussions
- 6.7 developing personal networks
- 6.8 publications

Enable people to learn and benefit from your experience

7 People:

- 7.1 colleagues
- 7.2 junior colleagues
- 7.3 trainees entering the industry
- 7.4 potential entrants to the industry

8 Opportunities and resources:

- 8.1 paid time
- 8.2 personal time
- 8.3 office
- 8.4 site
- 8.5 collaboration with others

9 Knowledge and practice:

- 9.1 lessons from own experience
- 9.2 lessons from others experience
- 9.3 published sources

10 Learning techniques and methods:

- 10.1 performance appraisals
- 10.2 attending training and educational programmes
- 10.3 coaching
- 10.4 mentoring
- 10.5 instructing
- 10.6 agreeing work based learning opportunities
- 10.7 work shadowing/secondments

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