



Overview

This unit is appropriate for your if your role involves:

- reflecting on own practice
- reviewing own practice against goals
- setting and prioritising goals and targets for self-development
- adapting practice in the light of changes in professional practices

The activities you are likely to be involved in:

- identifying goals and targets set by self, national standards and codes of conduct, current competence, anticipated future demands, personal aspirations and organisational needs
- reviewing performance using work results, appraisals, formative assessments and the views of colleagues and clients
- developing and monitoring a personal action plan
- trying out and evaluating the results of developments to own practice
- identifying and responding to changes in professional practice, national and local systems as well as organisational policy and procedures

What the unit covers:

- 1 evaluating own practice
- 2 identifying self-development needs



Element G3.1: Evaluate own practice

Performance criteria

You must be able to do the following:

- a Evaluate own practice against set targets and goals.
- b Use a range of valid and reliable evidence to assess own work which includes an assessment of the effects of your own behaviour and values on others.
- c Involve others in the interpretation of evidence.
- d Use evidence to reflect on own practice and professional issues.
- e Accept criticism in a positive manner and assess its validity and importance.
- f Revise goals and targets in the light of reviewing evidence of performance.

Element G3.2: Identify self-development needs

Performance criteria

You must be able to:

- a Set and prioritise clear and realistic goals and targets for own development.
- b Base goals and targets on the accurate assessment of all relevant information relating to own work and achievement, including developments in professional practice and related areas.
- c Devise a personal action plan and review it regularly.
- d Try out developments in own practice in a way which does not cause problems for others.
- e Evaluate developments in own practice and ensure continued self-development.



Knowledge requirements

You need the following knowledge to perform this Unit of Competence. You will show this through the outcome of your work activities and through evaluations of your systems and processes.

You need to be able to show that you have general knowledge and understanding of the following:

The nature and role of self-evaluation in relation to the organisation

- 1 ways of identifying job and organisational needs
- 2 organisational policy relating to professional practice and its implications for own development

Principles and concepts

- 3 methods of self-assessment
- 4 how to interpret evidence of own performance
- 5 methods of reviewing and interpreting developments in professional practice
- 6 factors which impact on the ability to identify own development needs
- 7 appropriate people to support the interpretation of evidence of own performance
- 8 how to prioritise self-development needs
- 9 methods of personal action planning
- 10 methods of evaluating suggested changes in the context of one's own current work

External factors influencing learning within the organisation

- 11 how to apply external trends and developments into own performance