

SQA Unit Code H4R5 04

Maintain and develop your own knowledge, skills and competence



Overview

This unit is about the duty of every individual in the justice 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 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.

Performance criteria

- You must be able to:*
- P1 seek feedback from others to help you assess your knowledge, skills and competence
 - P2 review how well you carry out your own work
 - P3 **identify and record**
 - P3.1 your development needs and interests
 - P3.2 the priorities for your learning and development
 - P3.3 possible learning and development methods for those needs and interests
 - P3.4 where you need help to support your learning and development
 - P3.5 your learning and development
 - P4 take responsibility for your own learning and development
 - P5 evaluate what you have learnt and identify how you might use your learning in the future
 - P6 apply your new knowledge, skills and competence to improve your work
 - P7 keep records of your learning and development for later use

Knowledge and understanding

You need to know and understand:

- K1 why maintaining and developing your knowledge, skills and competence is important for you in your role and to you as an individual
- K2 the value of having learning and development interests
- K3 your own learning and development needs and how these will change overtime
- K4 the purpose of having appraisals and how these contribute to your development as an individual
- K5 why it is helpful to get other people's views on your knowledge, skills and competence
- K6 the methods you can use to review how well you do your work
- K7 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
- K8 the different methods of finding out about changes at work
- K9 the learning and development methods and opportunities that have helped you learn in the past
- K10 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
- K11 why you need to take responsibility for your own learning and development
- K12 how you can evaluate your learning and apply it (or not) at work
- K13 the reasons for keeping records of learning and development

Additional Information

Scope/range related to performance criteria

1. **Feedback from others**
 - 1.1. informal
 - 1.2. formal during appraisals.

Glossary

In performance criterion 2, 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 performance criterion 3, development needs and interests might be in relation to:

1. your current post
2. career planning
3. sideways moves in your career
4. wider interests and aims
5. maintaining interest and motivation.

In performance criterion 3, 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.

Links to other NOS

This unit is designed to underpin all other units as the maintenance and development of your own knowledge, skills and competence is essential to achieving work objectives.

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Developed by Skills for Justice

Version number 2

Date approved June 2006

Indicative review date June 2008

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN SfJ AE1

Relevant occupations Public Services; Public Service and Other Associate Professionals

Suite Common Standards Across The Justice Sector

Key words Career planning, maintaining interest and motivation, updating skills