

CCSCCS33 SQA Unit Code H8Y0 04

Plan and implement your professional development in the creative and cultural



Overview

This unit is about planning and implementing your professional development to achieve personal and professional goals. You will need to know where you are, where you want to go, how to get there and the resources you will need to get you there. When working in the cultural heritage sector it is particularly important to consider your professional development because there can be informal career progression and high competition for jobs. This unit is based derived from Skillset's Broadcast Media Technology Standards BMT22 Develop yourself in the work role.

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Performance criteria

- You must be able to:*
- P1 determine your long term and short term career aspirations and personal objectives
 - P2 identify the organisations objectives and your job objectives
 - P3 identify your experience, skills, knowledge and understanding - where you are
 - P4 set short term and long term objectives for your development - where you want to go
 - P5 identify the gap between where you are and where you want to go - researching how others have reached similar career goals
 - P6 identify any gaps between the current and future requirement of your organisation and your current knowledge, understanding and skills
 - P7 identify the learning styles which suit the way in which you learn and ensure you take this into account when identifying and undertaking development activities
 - P8 seek feedback and advice from colleagues, stakeholders, trustees or your Director using feedback to maintain and improve your performance
 - P9 research training and development opportunities
 - P10 identify internal organisation policies for training and development and the advice of membership organisations or associations that represent your area of work
 - P11 identify the time and other resources needed to achieve your development objectives
 - P12 produce a development plan, outlining your learning needs and the activities that you will undertake to get you where you want to go
 - P13 review and reflect on your performance and progress against your plan
 - P14 evaluate the success of the development activity

Knowledge and understanding

You need to know and understand:

- K1 the importance of continued professional development
- K2 how to identify personal goals and relate them to your professional development
- K3 the career progression opportunities within your organisation and the wider sector
- K4 the objectives of your job, your organisation and the sector and how these are evolving
- K5 how to identify any gaps between your current knowledge, understanding and skills and what you or your organisation might need
- K6 self assessment models and techniques and how to monitor the quality of your work and your working process against requirements
- K7 how to produce a development plan and what it should contain including objectives which are SMART specific, measurable, achievable, realistic and time-bound
- K8 the range of different learning styles and how to identify those which work best for you
- K9 the variety of training and development opportunities available through your organisation and in the sector
- K10 how to update professional objectives
- K11 how to gain feedback from others and use feedback to improve performance

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Relevant occupations Arts, Media and Publishing; Performing Arts; Crafts, creative arts and design; Archaeology and archaeological sciences; Functional Managers; Quality and Customer Care Managers; Artistic and Literary Occupations; Records; General; Leisure and Travel Service Occupations; Conservation Associate Professionals

Suite Cultural Heritage

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