

# COSCSMO04 SQA Unit Code H99K 04

## Develop self and others in construction management



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### Overview

This unit is about promoting personal development and providing opportunities for others to learn from your experiences.

It concerns the need for all individuals to carry out their own continuing development to keep abreast of changes in technology, legislation, materials and practices. It is also concerned with the advice and support offered to others to assist them in their development. You will need to have a clear view of your development needs, and undertake learning activities over a sustained timescale to address any weaknesses or exploit any strengths.

You will need to assist others in planning their personal development, taking into consideration available opportunities and resources. You will also need to provide feedback to others in relation to objectives that have been set.

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### Performance criteria

*You must be able to:*

#### Manage your own resources and undertake continuing personal development in the occupational practice area

- P1 develop and maintain personal networks of contacts, which are appropriate to meet your current and future needs for information and resources
- P2 check, on a regular basis, how you are using your time at work and identify possible improvements
- P3 ensure that your performance consistently meets or goes beyond agreed requirements
- P4 get regular and useful feedback on your performance from those who are in a good position to judge it and provide you with objective and valid feedback
- P5 discuss and agree, with those you report to, any changes to your personal work objectives and **development plan** in the light of performance, feedback received, any **development activities** undertaken and any wider changes
- P6 define the personal **aims and objectives** for undertaking **personal development**
- P7 identify and contact **sources of support and guidance** for undertaking **personal development**
- P8 identify and select relevant **standards of competence** against which **personal development** can be measured
- P9 analyse the current personal level of performance against the identified **standards of competence** and record a profile of present competence and **personal development** needs
- P10 prepare a **development plan** for achieving identified development needs
- P11 undertake **development activities** aimed at achieving identified development needs, review and record progress and the effectiveness of the activities
- P12 measure the achievement of identified development needs and record evidence of competence gained against the identified **standards of competence**
- P13 review the cycle of **personal development aims and objectives** and revise and update **aims and objectives** to suit changing circumstances

#### Enable people and yourself to learn and benefit from practice experience

*You must be able to:*

- P14 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
- P15 identify and offer adequate and appropriate **opportunities and resources** for **people** to learn
- P16 select and summarise relevant and up to date information about **knowledge and practice** in a format which is suitable for distribution

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and for developing learning materials

- P17 acknowledge appropriate opportunities to learn from other **people**
- P18 advise and coach **people** so that they can identify their current level of competence, their learning needs and targets
- P19 select and use appropriate **learning techniques and methods** which are suitable for the topic and the needs of the individual
- P20 present information to **people** using a pace, style and form which is appropriate to their needs
- P21 encourage **people** to ask questions, seek clarification and advice when they need help and during learning activities
- P22 review **peoples'** progress towards agreed objectives and give realistic and positive feedback on achievements

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### Knowledge and understanding

*You need to know and understand:*

#### Manage your own resources and undertake continuing personal development in the occupational practice area

- K1 how and why to develop personal networks of contacts, which are appropriate to meet your current and future needs for information and resources (synthesis)
- K2 how to maintain personal networks of contacts, which are appropriate to meet your current and future needs for information and resources (application)
- K3 how to check, on a regular basis, how you are using your time at work (application)
- K4 what to identify as possible improvements to how you utilise your time at work (understanding)
- K5 how to ensure that your performance consistently meets or goes beyond agreed requirements (application)
- K6 how to get regular and useful feedback on your performance from those who are in a good position to judge it and provide you with objective and valid feedback (application)
- K7 how and why to discuss with those you report to, any changes to your personal work objectives and **development plan** in the light of performance, feedback received, any **development activities** undertaken and any wider changes (synthesis)
- K8 how and why to agree with those you report to, any changes to your personal work objectives and **development plan** in the light of performance, feedback received, any **development activities** undertaken and any wider changes (evaluation)
- K9 how and why to define the personal **aims and objectives** for undertaking **personal development** (evaluation)
- K10 what to identify as **sources of support and guidance** for undertaking **personal development** (understanding)
- K11 how to contact **sources of support and guidance** for undertaking **personal development** (application)
- K12 what to identify as relevant **standards of competence** against which **personal development** can be measured (understanding)
- K13 how and why to select relevant **standards of competence** against which **personal development** can be measured (evaluation)
- K14 how and why to analyse the current personal level of performance against the identified **standards of competence** (analysis)
- K15 how to record a profile of present competence and **personal**

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**development** needs (application)

- K16 how and why to prepare a **development plan** for achieving identified development needs (synthesis)
- K17 how to undertake **development activities** aimed at achieving identified development needs (application)
- K18 how and why to review progress and the effectiveness of the **development activities** (analysis)
- K19 how to record progress and the effectiveness of the **development activities** (application)
- K20 how to measure the achievement of identified development needs (application)
- K21 how to record evidence of competence gained against the identified **standards of competence** (application)
- K22 how and why to review the cycle of **personal development aims and objectives** (analysis)
- K23 how to revise **aims and objectives** to suit changing circumstances (application)
- K24 how to update **aims and objectives** to suit changing circumstances (application)

**Enable people and yourself to learn and benefit from practice experience**

*You need to know and understand:*

- K25 what to identify as areas where **people** need help to achieve their agreed competence levels (understanding)
- K26 how to use the information from discussions to produce an agreed personal development plan (application)
- K27 what to identify as adequate and appropriate **opportunities and resources** for **people** to learn (understanding)
- K28 how to offer adequate and appropriate **opportunities and resources** for **people** to learn (application)
- K29 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)
- K30 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)
- K31 how to acknowledge appropriate opportunities to learn from other **people** (application)
- K32 how and why to advise and coach **people** so that they can identify their

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- current level of competence, their learning needs and targets (synthesis)
- K33 how and why to select appropriate **learning techniques and methods** which are suitable for the topic and the needs of the individual (evaluation)
- K34 how to use appropriate **learning techniques and methods** which are suitable for the topic and the needs of the individual (application)
- K35 how to present information to **people** using a pace, style and form which is appropriate to their needs (application)
- K36 how to encourage **people** to ask questions, seek clarification and advice when they need help and during learning activities (application)
- K37 how and why to review **peoples'** progress towards agreed objectives and give realistic and positive feedback on achievements (analysis)

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### Scope/range

#### **Manage your own resources and undertake continuing personal development in the occupational practice area**

- 1 Development plan includes:
  - 1.1 priorities
  - 1.2 target dates
  - 1.3 development activities
- 2 Development activities:
  - 2.1 formal courses
  - 2.2 research
  - 2.3 work experience
  - 2.4 personal study
  - 2.5 work shadowing/secondment
  - 2.6 mentoring including professional discussions
  - 2.7 developing personal networks
  - 2.8 publications
- 3 Aims and objectives:
  - 3.1 preparation for career development
  - 3.2 intellectual challenge
  - 3.3 need to provide evidence of vocational competence
  - 3.4 compliance with employer and professional requirements
  - 3.5 awareness of development needs
  - 3.6 developing personal networks
- 4 Personal development:
  - 4.1 development of new competence
  - 4.2 maintenance of existing competence
  - 4.3 improvements of existing competence
  - 4.4 commitment to vocational excellence
- 5 Sources of support and guidance:
  - 5.1 national/industry bodies
  - 5.2 professional Institutions
  - 5.3 education and training providers

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- 5.4 in house
- 5.5 National Occupational Standards
- 5.6 current publications
- 5.7 benchmarks
- 5.8 mentoring
- 6 Standards of competence:
  - 6.1 job descriptions and personal specification
  - 6.2 professional institution requirements
  - 6.3 national occupational standards

### **Enable people and yourself to learn and benefit from practice experience**

- 7 People:
  - 7.1 colleagues
  - 7.2 junior colleagues
  - 7.3 trainees and students
  - 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 attending training and educational programmes
  - 10.2 coaching
  - 10.3 mentoring
  - 10.4 instructing



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10.5 agreeing work based learning opportunities

10.6 performance appraisal

10.7 work shadowing/secondments

## **COSCSMO04 SQA Unit Code H99K 04**

### **Develop self and others in construction management**

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**Developed by** ConstructionSkills

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**Originating organisation** ConstructionSkills

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**Relevant occupations** Managers in construction

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**Suite** Construction Senior Management

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