
Overview

This standard is about managing continued professional development to achieve personal and professional goals. You will need to understand and write a continued professional development plan to ensure that you improve your skills, knowledge and profile so that you grow your craft practice and gain personal satisfaction from learning. It will include identifying areas you need to develop, where to find help and resources and the use of research and evaluation materials.

This standard is suitable for those who are self-employed, working for a sole practitioner or within a workshop or studio.

The following should be considered when working in craft:

- 1 Safe working practices
- 2 Ethics and sustainability

**Performance
criteria**

- You must be able to:*
- P1 determine your short-term (one year), medium-term (two to three years) and long-term (four or more years) career aspirations and personal objectives
 - P2 identify your work objectives
 - P3 identify current experience, skills, knowledge and understanding
 - P4 set short-term (one year), medium-term (two to three years) and long-term (four or more years) objectives for your development
 - P5 identify the gap between where you are and where you want to go - researching how others have reached similar career goals
 - P6 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
 - P7 seek constructive feedback and advice from client, customer, colleague, line manager or employer and use this to help you maintain and improve your performance
 - P8 research training and development opportunities
 - P9 identify the time and other resources needed to achieve your development objectives
 - P10 produce a development plan, outlining your learning needs and the activities that you will undertake to achieve your ambitions
 - P11 review and evaluate your performance and progress against your plan
 - P12 evaluate the success of development activities undertaken

Knowledge and understanding

You need to know and understand:

- K1 the importance of continued professional development
- K2 how to identify goals and relate them to continued professional development
- K3 the objectives of the craft sector and how these are evolving
- K4 how to identify any gaps between current knowledge, understanding and skills and identify future requirements
- K5 self-assessment models and techniques and how to monitor the quality of your work and your working process against requirements
- K6 how to produce a development plan and what it should contain including objectives which are specific, measurable, achievable and realistic
- K7 the range of different learning styles and how to identify those which work best for you
- K8 the variety of training and development opportunities available in the craft sector
- K9 what an effective development plan should contain and the length of time it should cover
- K10 how to get the help you need and choose the most effective means of applying this
- K11 how to work out the costs and benefits of getting different forms of help and advice
- K12 how to update professional objectives
- K13 how to monitor the quality of your work and your progress against requirements and plans
- K14 how to gain feedback from others and use this feedback to improve performance

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Plan and manage continued professional development in craft(SQA Unit Code-HC33 04)

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