

# COSBEDMO20 - SQA Unit Code HG4G 04

## Develop self and other people in built environment design management



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### Overview

This unit is about managing your own Continuing Professional Development; how you can help other people develop; and how you can contribute to the improvement of your business.

It is about reviewing your development needs, planning and deciding how to meet them, carrying out your plan and evaluating its success. This will lead on to an update of your needs review, and the process becomes ongoing. You must be able to produce and defend your CPD plans and records.

It is about helping other people to review their development needs; giving them information, advice and support about how they can meet them; and monitoring their progress.

**Performance criteria**

*You must be able to:*

**Undertake personal development in your occupational practice area**

- P1 identify your **aims and objectives** for undertaking **personal development**
- P2 identify and contact **sources of support and guidance** for undertaking **personal development**
- P3 identify and select relevant **standards of competence** against which **personal development** can be measured
- P4 analyse the current personal level of performance against the identified **standards of competence** and record a profile of present competence and **personal development** needs
- P5 prepare a **development plan** for achieving identified development needs
- P6 undertake **development activities** aimed at achieving identified development needs, review and record progress and the effectiveness of the activities
- P7 measure the achievement of identified development needs and record evidence of competence gained against the identified **standards of competence**
- P8 review, revise and update **aims and objectives** to suit changing circumstances

**Help people to learn and benefit from your experience**

*You must be able to:*

- P9 identify appropriate **opportunities** for **people** to learn
- P10 advise and mentor **people** so that they can identify their current level of competence, their learning needs and targets
- P11 present information to other people using a pace, style and **form which is appropriate to their needs**
- P12 encourage **people** to ask questions to seek clarification and advice when they need help and during learning activities
- P13 review **people's** progress towards meeting agreed objectives and give realistic and positive feedback on achievements
- 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

## Knowledge and understanding

*You need to know and understand:*

### Undertake personal development in your occupational practice area

- K1 what to identify as your **aims and objectives** for undertaking **personal development** (understanding)
- K2 what to identify as of **sources of support and guidance** for undertaking **personal development** (understanding)
- K3 how to contact **sources of support and guidance** for undertaking **personal development** (application)
- K4 what to identify as relevant **standards of competence** against which **personal development** can be measured (understanding)
- K5 how and why to select relevant **standards of competence** against which **personal development** can be measured (evaluation)
- K6 how and why to analyse the current personal level of performance against the identified **standards of competence** (analysis)
- K7 how to record a profile of present competence and **personal development** needs (application)
- K8 how to prepare a **development plan** for achieving identified development needs (synthesis)
- K9 how to undertake **development activities** aimed at achieving identified development needs,
- K10 how and why to review progress and the effectiveness of the **development activities** (analysis)
- K11 how to record progress and the effectiveness **development activities** (application)
- K12 how to measure the achievement of identified development needs and record evidence of competence gained against the identified **standards of competence** (application)
- K13 how and why to review **aims and objectives** to suit changing circumstances (analysis)
- K14 how to revise and update **aims and objectives** to suit changing circumstances (application)

### Help people to learn and benefit from your experience

*You need to know and understand:*

- K15 what to identify as appropriate **opportunities** for **people** to learn (understanding)
- K16 how and why to advise and mentor **people** so that they can identify their current level of competence, their learning needs and targets (synthesis)
- K17 how to present information to other people using a **pace, style and form which is appropriate to their needs** (application)
- K18 how to encourage **people** to ask questions to seek clarification and advice when they need help and during learning activities (application)

COSBEDMO20- SQA Unit Code HG4G 04  
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**Knowledge and  
understanding**

- K19 how and why to review **people's** progress towards meeting agreed objectives (analysis)
- K20 how and why to give realistic and positive feedback on achievements (synthesis)
- K21 what to identify as areas where **people** need help to achieve their agreed competence levels and use the information to produce an agreed personal development plan (understanding)

## Scope/range

### Undertake personal development in your occupational practice area

- 1 Aims and objectives:
  - 1.1 preparation for new jobs
  - 1.2 intellectual challenge
  - 1.3 need for updating
  - 1.4 need to provide evidence of professional competence
  - 1.5 compliance with employer and professional requirements
  - 1.6 promotion or job change
  - 1.7 awareness of shortcomings
- 2 Personal development:
  - 2.1 maintenance of existing competence
  - 2.2 improvements to existing competence
  - 2.3 development of new competence
  - 2.4 commitment to professional excellence
- 3 Sources of support and guidance:
  - 3.1 national/industry bodies
  - 3.2 professional Institutions
  - 3.3 education and training providers
  - 3.4 in house
- 4 Standards of competence:
  - 4.1 client requirements
  - 4.2 employer requirements
  - 4.3 professional institution requirements
  - 4.4 industry national occupational standards
- 5 Development plan includes:
  - 5.1 priorities
  - 5.2 target dates
  - 5.3 development activities
- 6 Development activities:
  - 6.1 formal courses
  - 6.2 research
  - 6.3 work experience
  - 6.4 personal study

**Scope/range**

6.5 CPD presentations

**Help people to learn and benefit from your experience**

- 7 Opportunities:
  - 7.1 paid time
  - 7.2 personal time
  - 7.3 office
  - 7.4 project, group and mutual collaboration
  - 7.5 on the job
  - 7.6 off the job
  - 7.7 professional activities
  - 7.8 mentoring
  - 7.9 tutoring
  - 7.10 guest lecturing
- 8 People:
  - 8.1 colleagues
  - 8.2 junior colleagues;
  - 8.3 trainees entering the industry
  - 8.4 potential entrants to the industry
- 9 Form which is appropriate to their needs:
  - 9.1 attending training and educational programmes
  - 9.2 coaching
  - 9.3 mentoring
  - 9.4 instructing
  - 9.5 agreeing work based learning opportunities

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**Status** Original

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**Originating organisation** ConstructionSkills

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**Relevant occupations** Architects; civil engineers; graphic designers; architectural technologists, town planning technicians and building surveyors

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**Suite** Built Environment Design Management

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