

Higher National Unit Specification

General information for centres

Unit title: Continuing Professional Development: Introduction

Unit code: DN74 34

Unit purpose: This unit is designed to introduce candidates to the concept and practice of continuing professional development. It will provide the knowledge and skills that will enable them to be proactive in relation to managing their own development more effectively.

On completion of the Unit the candidate will be able to:

1. Explain the main principles and concepts in relation to continuous professional development (CPD).
2. Design an action plan for personal improvement AND development opportunities.
3. Implement and evaluate agreed CPD activities.

Credit points and level: 1 HN Credit at SCQF level 7 (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this unit is at the discretion of the centre. However, candidates would normally be expected to have competence in communication skills at Intermediate 2 (SCQF Level 5) or similar qualifications or experience. It is recommended that candidates have undertaken the HN Unit: I.T in Business – Word-processing, Spreadsheets and Databases: An Introduction, or have relevant experience, prior to undertaking this Unit.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skill components.

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes. It is a Mandatory Unit in the HNC and HND Human Resource Management.

Assessment: This unit is assessed by two Instruments of Assessment. Outcome 1 is assessed by extended response questions. Outcomes 2 and 3 are assessed by a CPD journal supported by a written reflective account of own learning.

An exemplar instrument of assessment and marking guidelines has been produced to indicate the National standard of achievement required at SCQF level 7. If you wish to use a different mode of assessment you should seek prior moderation of the assessment instrument that you intend to use.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Explain the main principles and concepts in relation to CPD

Knowledge and/or skills

- ◆ Development of CPD
- ◆ Principles of CPD
- ◆ Stakeholders involved in CPD
- ◆ Benefits of CPD

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and or skills by showing that they can:

- ◆ explain the nature and development of the concept of CPD
- ◆ describe the role/s of the various stakeholders in CPD
- ◆ state the benefits and drawbacks of CPD

Assessment guidelines

This Outcome is assessed by a series of short answer questions, which test the candidate's understanding of the principles and concepts of CPD.

Higher National Unit specification: statement of standards (cont)

Unit title: Continuing Professional Development: Introduction

Outcome 2

Design an action plan for personal improvement or development opportunities

Knowledge and/or skills

- ◆ Planning for CPD
- ◆ Skills and techniques for CPD practice
- ◆ Learning strategies
- ◆ Designing an appropriate format for a journal or logbook

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and /or skills by showing that they can:

- ◆ Identify and assess their development needs
- ◆ Provide an appropriate plan for identified development needs
- ◆ Design an appropriate format for a journal/logbook to facilitate the recording of CPD evidence

Assessment guidelines

It is recommended that the assessment of this outcome should be the formatted journal/logbook and additional written evidence demonstrating understanding of the main elements of CPD.

Outcome 3

Implement and evaluate agreed CPD activities

Knowledge and/or skills

- ◆ Recording CPD
- ◆ Evaluating CPD

Evidence requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Submit the completed journal/logbook and self-evaluation report
- ◆ Present evidence to show the application of the concepts developed in outcome 2

Assessment guidelines

For this Outcome candidates will require to submit the completed Journal/Logbook and additional written evidence

For the reflective evaluation the candidate should produce written evidence in terms of:

- ◆ What was gained from this activity?
- ◆ What were the problems encountered during this activity?
- ◆ What would be done differently, if the exercise had to be started again

Higher National Unit specification: statement of standards (cont)

Unit title: Continuing Professional Development: Introduction

It is recommended that the assessment of this Outcome should be the formatted Journal/Logbook and additional written evidence.

Administrative Information

Unit code:	DN74 34
Unit title:	Continuing Professional Development: Introduction
Superclass category:	GE
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Higher National Unit specification: support notes

Unit title: Continuing Professional Development: Introduction

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This unit is primarily concerned with equipping candidates with a basic understanding of the main elements of CPD, and providing the opportunity to put such principles into practice by designing and maintaining a Journal/Logbook, to demonstrate the Continuous Professional Development process. Keeping a CPD record will develop essential skills which are transferable. In addition, keeping a CPD record is often a requirement of various professional bodies: - one such body that stipulates this is the Chartered Institute of Personnel and Development (CIPD).

The emphasis of the unit should be on giving candidates the required knowledge and skills to deal with both the content and the process involved in continuing professional development.

It should be noted that the philosophy of this Unit is based on issues as:

- ◆ The self-managed CPD process
- ◆ The learning and reflective processes
- ◆ The establishment of personal development plans
- ◆ The presentation of CPD evidence

The following CIPD text would be helpful in the context of preparing candidates to complete this Unit.

Recommended Text:

Title: Continuing Professional Development

Authors: David Megginson & Vivian Whitaker

Publishers: Chartered Institute of Personnel and Development (CIPD)

Outcome 1 introduces the concept of CPD and the theoretical underpinning of the unit with a brief introduction to learning and development theory, including: the learning process, Kolb's theory of experiential learning, Honey and Mumford's learning styles, potential barriers to learning, strategies for learning, stakeholders involved in the learning process, the benefits of continuous learning.

Outcome 2 introduces the candidate to the practical skills and knowledge required to undertake effective planning for CPD. This includes: analytical and intuitive/creative thinking using various management tools and techniques such as: creative problem solving, PEST analysis, SWOT analysis, the planning process, planning techniques, decision making – evaluating strategies, SMART objectives – goal setting theory, time management. It also looks at behavioural issues such as: managing one-self, managing others and the practical aspect of designing an appropriate format for a Journal/Logbook.

In Outcome 3 candidates actively carry out the agreed activities over a period of time. They record their activities in their journal or logbook and then evaluate how they progressed in carrying out the activities

Higher National Unit specification: support notes (cont)

Unit title: Continuing Professional Development: Introduction

Guidance on the delivery and assessment of this Unit

This Unit is designed to be practical in nature and, as such, the keeping of an accurate Journal/Logbook will be an important part of the assessment evidence. It is important to stress the need for candidates to demonstrate the necessary process skills, and understanding of the appropriate concepts required to complete the unit. Such process skills and concepts could also be assessed in the written evidence

In addition to the Journal/Logbook the candidates must provide written evidence in the form of an evaluation of issues raised in all the Outcomes It is envisaged that such evidence could consist of:

- ◆ A written assignment to gather evidence of candidate's understanding of issues contained in Outcomes 1 and 2
- ◆ A written assignment to gather evidence of the learning progress made by candidate (Reflective element as outlined in Outcome 3)
- ◆ Submission of completed journal/logbook

It is strongly recommended that the Unit be assessed using a clearly defined formatted Journal/Logbook.

It is recommended that the Journal/Logbook should be electronically stored to facilitate the ease of production, and allowing the candidates to use their IT skills, therefore this unit should be scheduled after the I.T. unit

Open learning

If this Unit is delivered by open or distance learning methods, additional planning and resources may be required for candidate support, assessment and quality assurance. A combination of new and traditional authentication tools may have to be devised for assessment and re-assessment purposes. For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning (SQA, February 2001 – publication code A1030)*

Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on the SQA website www.sqa.org.uk.

General information for candidates

Unit title: Continuing Professional Development: Introduction

This Unit is designed to enable you to plan, organise, and implement a Continuing Professional Development (CPD) programme. It will give you the opportunity to consider such issues as:

- ◆ Recognise the need for ‘lifelong learning’
- ◆ Become a better learner
- ◆ Recognise how to profit from identifying learning opportunities
- ◆ Manage your own development more effectively
- ◆ Establish a systematic approach to ‘lifelong learning’
- ◆ Develop the ability to reflect on what you have experienced