

DR67 04 (CFAMLA2) Manage your own Resources and Professional Development

Overview

What this Unit is about

This Unit is about managing your personal resources (particularly knowledge, understanding, skills, experience and time) and your professional development in order to achieve your work objectives and your career and personal goals. You need to understand your work role and how it fits into the overall vision and objectives of the organisation whilst also understanding what is driving you in terms of your values and your career and wider personal aspirations. Identifying and addressing gaps in your skills and knowledge and understanding is an essential aspect of this Unit.

Who is the Unit for?

The Unit is recommended for first line managers, middle managers and senior managers.

Links to other Units

This Unit is linked to Units **A1 Manage your own resources** and **A3 Develop your personal networks** in the overall suite of National Occupational Standards for Management and Leadership.

If your organisation is a small firm, you should look at Unit *A3 Check Your Own Skills*, which has been developed by the Small Firms Enterprise and Development Initiative (SFEDI) specifically for small firms, and which may be more suitable to your needs. You can obtain information on the Unit from SFEDI on tel. 0114 241 2155 or at the SFEDI website (www.sfedi.co.uk).

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Skills

Listed below are the main generic 'skills' that need to be applied in managing your own resources and professional development. These skills are explicit/implicit in the detailed content of the Unit and are listed here as additional information.

- ◆ Setting objectives
- ◆ Evaluating
- ◆ Planning
- ◆ Learning
- ◆ Reviewing
- ◆ Communicating
- ◆ Self-assessment
- ◆ Time management
- ◆ Stress management
- ◆ Obtaining feedback
- ◆ Reflecting
- ◆ Prioritising

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Performance Criteria

You must be able to:

- 1 Evaluate, at appropriate intervals, the current and future requirements of your work role taking account of the vision and objectives of your organisation.
- 2 Consider your values and your career and personal goals and identify information which is relevant to your work role and professional development.
- 3 Discuss and agree personal work objectives with those you report to and how you will measure progress.
- 4 Identify the learning styles which work best for you and ensure that you take these into account in identifying and undertaking development activities.
- 5 Identify any gaps between the current and future requirements of your work role and your current knowledge, understanding and skills.
- 6 Discuss and agree, with those you report to, a development plan to address any identified gaps in your current knowledge, understanding and skills and support your own career and personal goals.
- 7 Undertake the activities identified in your development plan and evaluate their contribution to your performance.
- 8 Review and update your personal work objectives and development plan in the light of performance, any development activities undertaken and any wider changes.
- 9 Get regular and useful feedback on your performance from those who are in a good position to judge it and provide objective and valid feedback.
- 10 Ensure that your performance consistently meets or goes beyond agreed requirements.

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Behaviours

You will exhibit the following behaviours:

- 1 You address multiple demands without losing focus or energy.
- 2 You recognise changes in circumstances promptly and adjust plans and activities accordingly.
- 3 You prioritise objectives and plan work to make best use of time and resources.
- 4 You take personal responsibility for making things happen.
- 5 You take pride in delivering high quality work.
- 6 You show an awareness of your own values, motivations and emotions.
- 7 You agree achievable objectives for yourself and give a consistent and reliable performance.
- 8 You recognise your own strengths and limitations, play to your strengths and use alternative strategies to minimise the impact of your limitations.
- 9 You make best use of available resources and proactively seek new sources of support when necessary.
- 10 You reflect regularly on your own experiences and use these to inform future action.

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Knowledge and Understanding

You need to know and understand:

General Knowledge and Understanding

- 1 The principles which underpin professional development.
- 2 The importance of considering your values and career and personal goals and how to relate them to your work role and professional development.
- 3 How to evaluate the current requirements of a work role and how the requirements may evolve in the future.
- 4 How to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).
- 5 How to identify development needs to address any identified gaps between the requirements of your work role and your current knowledge, understanding and skills.
- 6 What an effective development plan should contain and the length of time that it should cover.
- 7 The range of different learning styles and how to identify the style(s) which work(s) best for you.
- 8 The type of development activities that can be undertaken to address identified gaps in your knowledge, understanding and skills.
- 9 How to identify whether/how development activities have contributed to your performance.
- 10 How to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes.
- 11 How to monitor the quality of your work and your progress against requirements and plans.
- 12 How to evaluate your performance against the requirements of your work role.
- 13 How to identify and use good sources of feedback on your performance.

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Knowledge and Understanding

You need to know and understand:

Industry/sector specific Knowledge and Understanding

- 1 Industry/sector requirements for the development or maintenance of knowledge, skills and understanding and continuing professional development.

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Knowledge and Understanding

You need to know and understand:

Context specific Knowledge and Understanding

- 1 The requirements of your work role including the limits of your responsibilities.
- 2 The vision and objectives of your organisation.
- 3 Your own values and career and personal goals.
- 4 Your personal work objectives.
- 5 Your preferred learning style(s).
- 6 Your current knowledge, understanding and skills.
- 7 Identified gaps in your current knowledge, understanding and skills.
- 8 Your personal development plan.
- 9 Available development opportunities and resources in your organisation.
- 10 Your organisation's policy and procedures in terms of personal development.
- 11 The reporting lines in your organisation.
- 12 Possible sources of feedback in your organisation.

Evidence Requirements

To achieve this Unit you will need to ensure that your evidence covers all Performance Criteria, behaviours and Knowledge and Understanding.

The following table provides you with possible examples of evidence.

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Evidence Requirements

PC	Evidence of Performance Criteria: ♦ possible examples of evidence	Behaviours	Knowledge and Understanding		
			General	Industry specific	Context specific
Your evaluation of the current and future requirements of your work role, and your career and personal work objectives and your reflections on your values:					
PC1	♦ job descriptions, records of appraisal or performance review meetings, work plans and objectives	2, 3, 4, 6, 7, 8	1, 2, 3, 5	-	1, 11
PC2	♦ notes of conversations with managers and colleagues about their expectations	1, 2, 3, 5, 7, 8, 9	1, 3, 5, 13	-	9, 12
PC3	♦ personal statement (reflections on your role and responsibilities, work objectives and values)	1, 2, 3, 5, 7, 8, 9	2, 5, 7	-	1, 3, 4
Assessment of your personal learning style and its implications:					
PC4	♦ reports from providers of assessment instrument	6, 8, 10	1, 7, 13	-	5
	♦ personal statement (reflection on implications of learning style for development activities)	6, 8, 9, 10	1, 7, 8	-	5, 9, 10
Assessment of your current knowledge, understanding and skills, and an analysis of how well these reflect the current and future requirements of your work role:					
PC5 PC6	♦ qualification certificates and transcripts		1	1	6
	♦ personality and skill inventory reports	8	1, 5	1	6, 7
	♦ records of appraisal or performance review meetings, and personal development plans and objectives	8	1, 5, 9, 10, 11, 12, 13	1	6, 7, 9, 10, 11, 12
	♦ personal statement (reflections on the relationship between knowledge, understanding and skills and the requirements of your work role)	8, 10	1, 5, 8, 12	1	6, 7, 9
	♦ witness statements from managers and other work colleagues	8, 9	-	-	-

PC7	Evidence of having undertaken training and development activity to meet identified development needs and reflect preferred learning style:				
	◆ attendance certificates	9	1, 7, 8	1	9
	◆ post-course evaluation reports that you have written	10	1, 9	1	-
	◆ personal statement (reflections on your learning and application of your learning to your work role)	9, 10	1, 7, 8, 9	1	9
PC8 PC9 PC10	Records of feedback (both formal and informal) you have received on your performance and achievement of your objectives:				
	◆ records of appraisal or performance review meetings	4, 5, 7	1, 10, 12, 13	-	1, 3, 4, 8, 11, 12
	◆ emails, memos, notes or other records of informal feedback from others on your performance	4, 5, 7	1, 13	-	1, 4, 11, 12
	◆ work schedules or plans, outputs of proprietary or self-designed time planner systems (paper or electronic)	1, 2, 3, 4, 7, 10	3, 4, 10, 11	-	1, 4
	◆ witness statements (comments on your work performance and achievement of objectives)	1, 2, 3, 4, 7, 10	-	-	-

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Candidate Recording Form

		Performance Criteria										Behaviours									
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10

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		Knowledge and Understanding																										
		General												Industry/Sector Specific	Context Specific													
No	Description of Evidence	1	2	3	4	5	6	7	8	9	10	11	12	13	1	1	2	3	4	5	6	7	8	9	10	11	12	

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Notes/Comments

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

Candidate's signature _____ **Date** _____

Assessor's signature _____ **Date** _____

Internal verifier's signature _____ **Date** _____