Unit DR67 04 (503)   **Manage Your Own Resources and Professional Development**

Unit Summary

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.

In order to achieve this Unit you must demonstrate that you meet all the requirements of the units. This means all of the stated outcomes and behaviours and every item of knowledge and understanding. Your assessor must be able to observe you in the workplace or you must provide the following **tangible evidence** to your assessor. Please note that **simulation** is **not** allowed for this Unit, ie all your evidence must relate to real work activities.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Intermediate 2
♦   Read, understand and evaluate written communication.
♦   Produce well-structured written communication.

Working With Others Intermediate 2
♦   Work with others in a group to analyse, plan and complete an activity.

Problem Solving Intermediate 2
♦   Analyse a situation or issue.
♦   Plan, organise and complete a task.
♦   Review and evaluate a problem solving activity.

Unit DR67 04 (503)   **Manage Your Own Resources and Professional Development**

2

I have completed the requirements of this Unit.

Candidate name: _____   **Date:** _____

Candidate signature: _____   **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____   **Date:** _____

IV signature: _____   **Date:** _____

Assessment centre: _____

Unit DR67 04 (503)   Manage Your Own Resources and Professional Development

You must be able to

1   Evaluate, at appropriate intervals, the current and future requirements of your work-role taking into account the vision and objectives of your business.
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.

Behaviours

This means you:

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

Unit DR67 04 (503)   Manage Your Own Resources and Professional Development

Evidence of Outcomes

The following are **possible examples** of evidence:

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:
♦ job descriptions, records of appraisal or performance review meetings, work plans and objectives
♦ notes of conversations with managers and colleagues about their expectations
♦ personal statement (reflections on your role and responsibilities, work objectives and values)

Assessment of your personal learning style and its implications:
♦ reports from providers of assessment instrument
♦ personal statement (reflection on implications of learning style for development activities)

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:
♦ qualification certificates and transcripts
♦ personality and skill inventory reports
♦ records of appraisal or performance review meetings, and personal development plans and objectives
♦ personal statement (reflections on the relationship between knowledge, understanding and skills and the requirements of your work role)
♦ witness statements from managers and other work colleagues

Unit DR67 04 (503)   **Manage Your Own Resources and Professional Development**

No	Activity	Assessor initials/date
No	**Activity**	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Candidate name:

Unit DR67 04 (503)   Manage Your Own Resources and Professional Development

You need to know and understand Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.	Evidence
General knowledge and understanding	
K1 The principles which underpin professional development.	
K2 The importance of considering your values and career and personal goals and how to relate them to your job role and professional development.	
K3 How to evaluate the current requirements of a work role and how the requirements may evolve in the future.	
K4 How to set objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).	
K5 How to identify development needs to address any identified gaps between the requirements of your work-role and your current knowledge, understanding and skills.	
K6 What an effective development plan should contain and the length of time that it should cover.	
K7 The range of different learning style(s) and how to identify the style(s) which work(s) best for you.	
K8 The type of development activities which can be undertaken to address identified gaps in your knowledge, understanding and skills.	
K9 How to identify whether/how development activities have contributed to your performance.	
K10 How to update work objectives and development plans in the light of performance, feedback received, any development plans undertaken and any wider changes.	
K11 How to monitor the quality of your work and your progress against requirements and plans.	
K12 How to evaluate your performance against the requirements of your work role.	
K13 How to identify and use good sources of feedback on your performance.	
Knowledge and understanding in the context of your business	
K14 The requirements of your work-role including the limits of your responsibilities.	
K15 The vision and objectives of your business.	
K16 Your own values and career and personal goals.	
K17 Your personal work objectives.	
K18 Your preferred learning style(s).	
K19 Your current knowledge, understanding and skills.	
K20 Identified gaps in your current knowledge, understanding and skills.	
K21 Your personal development plan.	
K22 Available development opportunities and resources in your business.	
K23 Your business policy and procedures in terms of personal development.	
K24 Reporting lines in your business.	
K25 Possible sources of feedback in your business.	
Industry or sector specific knowledge and understanding	
K26 Sector requirements for the development or maintenance of knowledge, skills and understanding and continuing professional development.	

Unit DR67 04 (503)   **Manage Your Own Resources and Professional Development**

Notes/Comments

Assessor signature: _____   **Date:** _____