

**CFAMLA2/PPL4GEN20 (J198 04) Manage Your Own Resources and Professional Development**

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name****(if applicable)** |  | **Countersigning — Assessor’s signature****(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name****(if applicable)** |  | **Countersigning — Internal verifier’s signature****(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| 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.  |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| 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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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
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| **Knowledge and understanding** | **Evidence reference****and date** |
| **What you must know and understand** |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). |
| **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 |  |
| **Industry/sector specific knowledge and understanding** |  |
| 14 | Industry/sector requirements for the development or maintenance of knowledge, skills and understanding and continuing professional development. |  |

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| **Knowledge and understanding - CONTINUED** | **Evidence reference****and date** |
| **What you must know and understand** |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). |
| **Context specific knowledge and understanding** |  |
| 15 | The requirements of your work role including the limits of your responsibilities |  |
| 16 | The vision and objectives of your organisation |  |
| 17 | Your own values and career and personal goals  |  |
| 18 | Your personal work objectives  |  |
| 19 | Your preferred learning style(s)  |  |
| 20 | Your current knowledge, understanding and skill |  |
| 21 | Identified gaps in your current knowledge, understanding and skills |  |
| 22 | Your personal development plan  |  |
| 23 | Available development opportunities and resources in your organisation.  |  |
| 24 | Your organisation’s policy and procedures in terms of personal development  |  |
| 25 | The reporting lines in your organisation K26 possible sources of feedback in your organisation |  |
| 26 | Possible sources of feedback in your organisation |  |

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# Supplementary evidence

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| **Evidence** | **Date** |
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| **Assessor feedback on completion of the unit** |
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