

Unit Title:	Manage own professional development within an organisation (A2)
OCR Unit Number:	2
Unit Number:	L/600/9586
Level:	3
Credit value:	4
Guided learning hours:	20

Unit purpose and aim

The purpose of this unit is to provide learners with the knowledge and understanding of managing their own professional development within an organisation. The learner should be able to display that they can identify their own professional development needs to meet the demands of the organisation.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to assess own career goals and personal development	1.1 Identify own career and personal goals 1.2 Assess how own career goals effect work role and professional development	This may include: <ul style="list-style-type: none"> • An understanding of their current role and position in the organisation This may include: <ul style="list-style-type: none"> • Reviews of job descriptions of others in team • Checks for knowledge or system gaps in your workplace
2 Be able to set personal work objectives	2.1 Agree SMART (Specific, Measureable, Achievable, Realistic and Time – Bound) personal work objectives in line with organisational objectives	This may include: <ul style="list-style-type: none"> • Current work targets • Key Performance Indicators for the organisation • Work deadlines • Planned end dates
3 Be able to produce a personal development plan	3.1 Identify gaps between objectives set, own current knowledge and skills	This may include: <ul style="list-style-type: none"> • A review of Key Performance Indicators and check for personal skills relating to gaps • Assessment of current skill levels and how they affect deadlines being met •

Learning Outcomes	Assessment Criteria	Exemplification
		<ul style="list-style-type: none"> • Checks of how personal contributions affect end dates not being met
	3.2 Produce a development plan	This may include: <ul style="list-style-type: none"> • Learning style • Skills development to meet gap analysis • Involvement of others in the organisation • External development needs, courses, training or workshops
4 Be able to implement and monitor own personal development plan	4.1 Plan activities identified in own development plan 4.2 Explain how to monitor and review own personal development plan	This may include: <ul style="list-style-type: none"> • Mentoring and one to one assessment from peers or line Manager • Workshops supported by internal training • External training • Reviews with Line Manager to discuss potential professional development This may include. <ul style="list-style-type: none"> • Reflection on own performance • Evaluation by external or internal training specialist • Checks on how targets and deadlines are achieved

Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which will need to be made available to the OCR external verifier.

Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. Assessment must be based on naturally occurring evidence from the workplace.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

Guidance on assessment and evidence requirements

You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- professional discussion with your assessor regarding professional development
- Submission of your professional development plan
- Documentary evidence from workplace

Details of relationship between the unit and national occupational standards

This unit is based on the NOS produced by the Management Standards Centre (MSC)

Management and Leadership NOS unit A1, Manage your own resources and unit A2, Manage your own resources and professional development

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Resources

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk.

OCR Level 5 Certificate in Police Management

Evidence Record Sheet

I confirm that the evidence provided is a result of my own work.

Unit A2 Manage own professional development within an organisation Signature of candidate: _____ Date: _____

Evidence reference	Evidence title	Assessment method	LO1		LO2	LO3		LO4	
			1.1	1.2	2.1	3.1	3.2	4.1	4.2

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: _____ Name (in block capitals): _____ Date: _____

Countersignature of qualified assessor (if required) and date: _____

IV initials (if sampled) and date: _____ Countersignature of qualified IV (if required) and date: _____

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