Unit Title:	**Manage personal and professional development**
OCR unit number:	1
Level:	3
Credit value:	3
Guided learning hours:	12
Unit reference number:	T/506/2952

Unit aim and purpose

This unit aims to develop the knowledge and skills required to manage personal and professional development. Upon completion of this unit, learners will be able to identify personal and professional development requirements and fulfil a personal and professional development plan. Learners will also be able to maintain a personal and professional development plan ensuring its relevance.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Be able to identify personal and professional development requirements	**The Learner can:** 1.1 Compare sources of information on professional development trends and their validity 1.2 Identify trends and developments that influence the need for professional development 1.3 Evaluate their own current and future personal and professional development needs relating to the role, the team and the organisation	
2 Be able to fulfil a personal and professional development plan	2.1 Evaluate the **benefits** of personal and professional development 2.2 Explain the basis on which types of development actions are selected 2.3 Identify current and future likely skills, knowledge and experience needs using **skills gap analysis** 2.4 Agree a personal and professional development plan that is consistent with business needs and personal objectives	**Benefits** may include: • Promotion prospects • Improved knowledge and skills • Use of new skills • Opportunity to increase work responsibilities/salary A **skills gap analysis** is a tool used to identify the difference between a current state and a future goal state within a business.

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.5 Execute the plan within the agreed budget and timescale 2.6 Take advantage of development opportunities made available by professional networks or professional bodies	
3 Be able to maintain the relevance of a personal and professional development plan	3.1 Explain how to set specific, measurable, achievable, realistic and time-bound (SMART) objectives 3.2 Obtain feedback on performance from a range of valid **sources** 3.3 Review progress toward personal and professional objectives 3.4 Amend the personal and professional development plan in the light of feedback received from others'	**Sources** may include: • Management reviews • Feedback reports from other internal departments • External customer feedback reporting

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

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

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LAA2 CFAM&LAA1	• Develop your knowledge, skills and competence • Manage yourself

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 .

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