

<b>Unit Title:</b>	<b>Manage own professional development within an organisation</b>
OCR unit number:	3
Sector unit number:	A2
Level:	3
Credit value:	4
Guided learning hours:	20
Unit reference number	L/600/9586

## Unit purpose and aim

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

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

## Assessment

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This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which, on request, 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. An OCR Centre Authentication form is provided in the Centre Handbook and includes a declaration for assessors to sign. It is a requirement of the Ofqual Common Criteria for all Qualifications that proof of authentication is received.

## Evidence requirements

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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

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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

Please refer to the OCR Centre Handbook available from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

You should refer to the '*Admin Guide: Vocational Qualifications (A850)*' for *Notes on Preventing Computer-Assisted Malpractice*.

## National Occupational Standards (NOS) mapping/signposting

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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.

Occupational standards	Unit number	Title
Management and Leadership	A1	Manage your own resources
Management and Leadership	A2	Manage your own resources and professional development

## Functional skills signposting

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This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing		Use ICT systems	
Reading	✓	Analysing		Find and select information	
Writing	✓	Interpreting		Develop, present and communicate information	

## Resources

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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

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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](http://www.ocr.org.uk).

## OCR Level 3 Diploma in Employment Related Services

### Evidence Record Sheet

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

#### Unit 3 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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