Unit Title:	**Continuing professional development in active leisure**
OCR unit number	6
Sector unit number	J/503/0782
Level:	3
Credit value:	2
Guided learning hours:	8
Unit reference number:	

Unit purpose and aim

This unit covers the knowledge, understanding and skills that a learner needs in relation to continuing professional development in an active leisure context. The unit includes self-evaluation and taking part in performance appraisal and professional development processes.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Understand continuing professional development and its importance in active leisure	1.1 Explain the term 'continuing professional development'
	1.2 Explain why it is important for staff in the active leisure sector to continue to develop their knowledge and skills
	1.3 Describe an active leisure organisation's systems to ensure the development of its staff
2 Understand how to take part in continuing professional development	2.1 Explain how an active leisure member of staff can reflect on their own work and ways of improving what they do
	2.2 Explain other ways in which an active leisure member of staff can evaluate their own work
	2.3 Explain how to plan own professional development
	2.4 Explain the contribution that an active leisure organisation's performance appraisal and development can make to own professional development
	2.5 Identify own preferred learning style
	2.6 Evaluate different types of learning that can contribute to own development and suit own preferred learning style
3 Be able to take part in continuing professional development	3.1 Evaluate own strengths and weaknesses in a role using evidence of own performance
	3.2 Analyse feedback from colleagues, team members and managers on own performance
	3.3 Evaluate priority areas for own improvement

Learning Outcomes	Assessment Criteria
	3.4 Develop plans for own continuing professional development
	3.5 Take part in learning and development activities as part of own personal development plan
	3.6 Review and update own professional development plan

Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

Candidates must provide all of the evidence identified below. All evidence must be produced independently.

Learning outcomes 1 - 2 can be assessed by one or a mixture of:

- Written questions and answers

- Projects

- Assignments

- Discussions with learner.

Learning outcome 3 should be assessed by examining written products of the learner's work which must include evidence of self-evaluation and a personal development plan.

Evidence requirements

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Guidance on assessment and evidence requirements

This section provides guidance for tutors on the types of assessment activities that can be used and evidence to be produced that will ensure coverage of the learning outcomes and related assessment criteria.

Evidence can be generated in a variety of ways – through completion of OCR-devised workbooks, through centre-devised assignments, projects or tasks or through naturally occurring work-based activities. Any centre-devised assignments, projects or tasks must be cross-referenced to the appropriate learning outcomes and assessment criteria to ensure that full coverage can be achieved.

Portfolios of evidence must be produced independently and centres must confirm to OCR that the evidence is the original work of the candidate. Recording documents are provided on the website for this purpose.

National Occupational Standards (NOS) mapping/signposting

NOS can viewed at **www.ukstandards.co.uk**.

Occupational standards	Unit number	Title
Leisure Management NOS 2010 (SkillsActive)	A323	Manage your own resources and professional development.

Functional skills signposting

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	✓

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 .