

Unit Title:	Manage own professional development within an active leisure organisation
OCR unit number	8
Sector unit number	LM3 -18
Level:	3
Credit value:	4
Guided learning hours:	20
Unit reference number:	Y/503/0866

Unit purpose and aim

This unit covers the competence that a learner needs to manage their own work and develop themselves in their job role.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Be able to assess own career goals and personal development in active leisure</p>	<p>The Learner can:</p> <p>1.1 Identify own career and personal goals in active leisure</p> <p>1.2 Assess how own career goals affect work role and professional development in active leisure</p>
<p>2 Be able to set personal work objectives in an active leisure job role</p>	<p>2.1 Set SMART (Specific, Measurable, Achievable, Realistic and Time-bound) personal work objectives with relevant individuals, in line with organisational objectives</p> <p>2.2 Identify how progress on these objectives will be measured</p>
<p>3 Be able to produce a personal development plan in an active leisure job role</p>	<p>3.1 Identify gaps between objectives set, own current knowledge and understanding and skill.</p> <p>3.2 Generate a development plan to address identified gaps</p> <p>3.3 Evaluate resource requirements for development plan</p>
<p>4 Be able to implement and monitor own personal development plan in an active leisure job role</p>	<p>4.1 Implement activities identified in own development plan</p> <p>4.2 Analyse contribution of activities to goals and personal development</p>
<p>5 Be able to update personal development plan</p>	<p>5.1 Review own personal development plan</p> <p>5.2 Revise own personal development plan</p>

Assessment

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

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

Evidence requirements

For learning outcomes 1 – 5, the evidence must be gathered by the assessor observing the learner's performance in the workplace on more than one occasion. There should be sufficient observations to ensure that the learner has met all the requirements. This evidence may be gathered through a combination of at least two of the following:

- observation
- testimony of others (for example, line manager)
- products of work (for example, self-appraisal, personal development plan, records of training attended)
- reflective account.

Simulations are not allowed.

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	A323	Manage your own resources and professional

(SkillsActive)		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 .