

Unit Title: Manage personal development (A1)  
 OCR Unit Number: 4  
 Unit Number: F/600/9469  
 Level: 2  
 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 personal development. The learner should be able to display that they can identify performance needs of a work role and how development activities can contribute to performance of an organisation.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to identify performance requirements of own work role	1.1 Outline work role performance requirements with those they report to	This may include: <ul style="list-style-type: none"> <li>• The level of personal accountability in their job role</li> <li>• How to ensure work activities are met</li> <li>• How the individuals performance fits into the needs of the organisation</li> </ul>
2 Be able to measure and progress against objectives	2.1 Identify ways that progress will be measured against own work objectives	This may include: <ul style="list-style-type: none"> <li>• Results of key performance objectives. Such as target graphs, spreadsheets and known impact on others in the work place</li> </ul>
3 Be able to identify gaps in skills and knowledge in own performance	3.1 Explain knowledge and skills required for own work role  3.2 Identify opportunities and resources available for personal development	This may include: <ul style="list-style-type: none"> <li>• Job updates and reviews</li> <li>• Administration and organisational skills</li> </ul> This may include: <ul style="list-style-type: none"> <li>• Professional training or bespoke courses</li> <li>• One to one guidance and assistance</li> </ul>

Learning Outcomes	Assessment Criteria	Exemplification
	3.3 Produce a development plan to address own needs and agree with line manager	This may include: <ul style="list-style-type: none"> <li>• Types of courses and explanation on how they contribute to the work role</li> <li>• Dates of courses and registration details</li> <li>• Support from colleagues and peers</li> <li>• Mentoring</li> <li>• Manager support</li> </ul>
4 Be able to carry out and assess activities within own development plan	4.1 Plan activities in own development plan that address identified needs  4.2 Collect feedback from colleagues on the result of development activities on own performance  4.3 Assess the success of activities carried out as part of own development plan	This may include: <ul style="list-style-type: none"> <li>• SMART objectives; specific, measurable, achievable, realistic and time-bound</li> <li>• Personal learning style</li> <li>• Impact on others in the work area</li> </ul> This may include: <ul style="list-style-type: none"> <li>• Changes in working relationships</li> <li>• Direct open and honest communication</li> <li>• Impact on colleagues own targets and performance indicators</li> </ul> This may include: <ul style="list-style-type: none"> <li>• Improvement of personal key performance indicators</li> <li>• Improvement of department's key performance indicators</li> <li>• Measures would be graphs showing targets before and after actions from development plan activities</li> </ul>

## 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

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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 in respect of your personal development
- your personal development plan
- documentary evidence from the workplace

## Details of relationship between the unit and national occupational standards

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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](http://www.ukstandards.co.uk).**

## 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 Certificate in Police First Line Management**  
**Evidence Record Sheet**  
**Unit A1 Manage personal development**

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

Signature of candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evidence reference	Evidence title	Assessment method	LO1	LO2	LO3			LO4		
			1.1	2.1	3.1	3.2	3.3	4.1	4.2	4.3

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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