Unit Title:	**Principles of personal performance and development**
OCR unit number:	3
Level:	1
Credit value:	3
Guided learning hours:	30
Unit reference number:	L/506/1791

Unit aim and purpose

This unit aims to develop knowledge and understanding regarding the principles of personal performance and development. Upon completion of this unit, learners will have developed their knowledge of employees' rights and employers' expectations and will know how to manage their work. They will also know ways of managing and improving personal performance and development.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will:	**The Learner can:**	
1 Know employees' rights and employers' expectations	1.1 State an organisation's expectations for the conduct of its employees 1.2 State an employee's rights in relation to their employment 1.3 State why it is important to work within employees' rights and employers' expectations 1.4 State where to find information and advice on employees' rights and employers' expectations	
2 Know how to manage their own work	2.1 Describe ways of managing allocated tasks to ensure they are completed on time 2.2 State the purpose of keeping other people informed of progress and problems with work activities 2.3 Explain the importance of accepting responsibility for one's own work 2.4 State the limits of their own responsibilities at work 2.5 State what to do when a problem arises with work activities	

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Learning Outcomes	Assessment Criteria	Additional Guidance
3 Know ways of managing and improving personal performance and development	3.1 State the purpose and benefits of personal development at work 3.2 Describe the purpose of individual and team goals and targets 3.3 Explain the use of personal development plans 3.4 Explain the importance of fulfilling a personal development plan 3.5 Outline a manager's role in an individual's personal development 3.6 Outline relevant personal development opportunities and career paths within the organisation 3.7 Describe how acting on feedback can benefit a team and organisation	

Assessment

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

Guidance on assessment

N/A

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
Business & Administration (2013) National Occupational Standards:	CFABAA624 CFABAA625	• Accept instructions to manage and improve own performance in a business environment • Agree how to manage and improve own performance in a business environment

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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