

Unit Title:	Support learning and development within own area of responsibility
OCR unit number	427
Sector unit number:	M/600/9676
Level:	4
Credit value:	5
Guided learning hours:	25

Unit purpose and aim

This unit will enable candidates to demonstrate their understanding of the goals and aspirations of own area of responsibility and the organisation and how they are related. The candidate will be able to use this information to identify development needs within their own team and prioritise them in line with organisational and area needs. It will also develop the candidate's ability to work with team members to identify relevant development opportunities and to monitor and review the plan in line with organisational and area needs.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to identify the learning needs of colleagues in own area of responsibility	1.1 Identify gaps between requirements of colleagues' current or future work roles and their existing knowledge, understanding and skills 1.2 Prioritise learning needs of colleagues 1.3 Produce personal development plans for colleagues in own area of responsibility	This may include : <ul style="list-style-type: none">• goals and aspirations for organisation and own area or responsibility• importance and required timeline for goals and aspirations• roles and responsibilities of staff• effective ways of carrying out roles and responsibilities• skills required for recognising and analysing the strengths and weaknesses of staff• importance of the individual activities/tasks• strengths and weaknesses of tasks• learning styles• content and timescales required for personal development plans
2 Understand how to develop a learning environment in own area of responsibility.	2.1 Explain the benefits of continual learning and development 2.2 Explain how learning opportunities can be	This may include: <ul style="list-style-type: none">• effect on work area of continually enhancing knowledge and skills related their own area of

	provided for own area of responsibility.	responsibility <ul style="list-style-type: none"> organisational policies and procedures for staff development effective communication methods for agreeing both internal and external learning and development opportunities
3 Be able to support colleagues in learning and its application	3.1 Identify information, advice and guidance to support learning 3.2 Communicate to colleagues to take responsibility for their own learning 3.3 Explain to colleagues how to gain access to learning resources 3.4 Support colleagues to practise and reflect on what they have learned	This may include: <ul style="list-style-type: none"> location of information, advice and guidance appropriate to staff within own area of responsibility appropriate formal and informal communication to give all staff opportunities for learning experiences organisational processes and procedures for entry to relevant learning opportunities value of regular discussions and reviews of progress regular review/adjustment of development plans
4 Be able to evaluate learning outcomes and future learning and development of colleague.	4.1 Examine with each colleague, whether the learning activities undertaken have achieved the desired outcome. 4.2 Support colleagues when updating their personal development plan.	This may include: <ul style="list-style-type: none"> How to conduct meetings with individuals to examine the plan against progress How to ensure that the personal plan is reviewed, updated and agreed

Assessment

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

Evidence requirements

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

Candidates are encouraged to use evidence, where appropriate across a number of units to reduce repetition. Where ever possible, the evidence should occur naturally within the role of the individual and can include

Reports created for the organisation,

- Plans to achieve local goals and objectives
- Appraisals and associated forms (including 360 degree appraisal, if used within the organisation).
- PDP/CPD
- Reviews of KPIs and actual against planned achievement.

In addition, evidence can be sought in a number of ways, when it is not available through normal work or where ephemeral evidence such as that of behaviour is required, these methods may include:

- Witness testimonies from colleagues, managers and subordinates
- observations of tasks and interactions with others
- case studies where the candidate explains and reflects upon specific events which demonstrate competence, where current evidence is not available
- Professional discussions where the candidate explains the rationale for a particular approach to the assessor.

This is a level four unit and thus the candidate must demonstrate complex skills and knowledge, often covering more than one element of the assessment criteria. The ability to recognise and develop competence across these criteria is to be encouraged but it does mean that reports, whilst aiming for succinctness and clarity of thought will need to be of sufficient depth and breadth to meet the level four standard. Minutes of meetings must demonstrate that the candidate's contribution is significant and contributes to the meeting of assessment criteria and be easily identifiable within the document.

Digital evidence such as recordings of meetings, photographs, scanned documents are also permitted.

Resources

Stationery, USB drive 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.

- GOLD, J. THORPE, R. and MUMFORD, A. (April, 2010) *Leadership and Management Development*. ISBN: 1843982447
- <http://www.dalecarnegie.com/kc/>
- <http://www.What-are-good-leadershipskills.com> (2010)
- MacBeath, J. (ed) (2008) *Connecting Leadership and Learning: Principles for Practice*
- Northouse G., (2009) *Leadership: Theory and Practice* [Paperback]
- <http://www.businesslink.gov.uk>
- <http://www.smallbusiness.co.uk>
- Johnson, C. and Keddy, J (2010) *Managing Conflict at Work: Understanding and Resolving Conflict for Productive Working Relationships* **ISBN-10:** 0749459522
- Eckerson, W (2010) *Performance Dashboards: Measuring, Monitoring, and Managing Your Business, 2nd Ed* **ISBN-10:** 0470589833

Details of relationship between the unit and national occupational standards

Management and Leadership NOS unit D7 Provide learning opportunities for colleagues

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850).