

<b>Unit Title:</b>	Manage own professional development within an organisation (A2)
Unit Number:	26
Level:	3
Credit value:	4
Guided learning hours:	20
Unit expiry date:	28/02/2015

## Unit purpose and aim

The purpose of this unit is to provide learners with the knowledge and understanding of managing their own professional development within an organisation. The learner should be able to display that they can identify their own professional development needs to meet the demands of the organisation.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to assess own career goals and personal development	1.1 Identify own career and personal goals  1.2 Assess how career goals effect work role and professional development	This may include: <ul style="list-style-type: none"> <li>• An understanding of their current role and position in the organisation</li> </ul> This may include: <ul style="list-style-type: none"> <li>• Reviews of job descriptions of others in team</li> <li>• Checks for knowledge or system gaps in your workplace</li> </ul>
2 Be able to set personal work objectives	2.1 Agree SMART (Specific, Measureable, Achievable, Realistic and Time – Bound) personal work objectives in line with organisational objectives	This may include: <ul style="list-style-type: none"> <li>• Current work targets</li> <li>• Key Performance Indicators for the organisation</li> <li>• Work deadlines</li> <li>• Planned end dates</li> </ul>
3 Be able to produce a personal development plan	3.1 Identify gaps between objectives set, own current knowledge and skills	This may include: <ul style="list-style-type: none"> <li>• A review of Key Performance Indicators and check for personal skills relating to gaps</li> <li>• Assessment of current skill levels and how they affect deadlines being met</li> </ul>

Learning Outcomes	Assessment Criteria	Exemplification
		<ul style="list-style-type: none"> <li>• Checks of how personal contributions affect end dates not being met</li> </ul>
	3.2 Produce a development plan	This may include: <ul style="list-style-type: none"> <li>• Learning style</li> <li>• Skills development to meet gap analysis</li> <li>• Involvement of others in the organisation</li> <li>• External development needs, courses, training or workshops</li> </ul>
4 Be able to implement and monitor own personal development plan	4.1 Plan activities identified in own development plan  4.2 Explain how to monitor and review own personal development plan	This may include: <ul style="list-style-type: none"> <li>• Mentoring and one to one assessment from peers or line Manager</li> <li>• Workshops supported by internal training</li> <li>• External training</li> <li>• Reviews with Line Manager to discuss potential professional development</li> </ul> This may include. <ul style="list-style-type: none"> <li>• Reflection on own performance</li> <li>• Evaluation by external or internal training specialist</li> <li>• Checks on how targets and deadlines are achieved</li> </ul>

## Assessment

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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.

## 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.

You may collect evidence for the unit through work in a private sector organisation, a public sector organisation or a not-for-profit organisation.

You must provide evidence that shows you have done this over a sufficient period of time on different occasions for your assessor to be confident that you are competent.

## 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 regarding professional development
- Submission of your professional development plan
- Documentary evidence from workplace

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

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Management and Leadership NOS unit A1, Manage your own resources and unit A2, Manage your own resources and professional development

## 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).

## OCR Level 3 NVQ in Team Leading

### Evidence Record Sheet

#### Unit A2 Manage own professional development within an organisation

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	1.2	2.1	3.1	3.2	4.1	4.2

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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