Unit 13: Personal and Professional Development

Unit code:  T/601/0943
QCF level:  5
Credit value: 15 credits

Aim

This unit aims to help the learner become an effective and confident self-directed employee. This helps the learner become confident in managing own personal and professional skills to achieve personal and career goals.

Unit abstract

This unit is designed to enable learners to assess and develop a range of professional and personal skills in order to promote future personal and career development. It also aims to develop learners’ ability to organise, manage and practise a range of approaches to improve their performance as self-directed learners in preparation for work or further career development.

The unit emphasises the needs of the individual but within the context of how the development of self-management corresponds with effective team management in meeting objectives.

Learners will be able to improve their own learning, be involved in teamwork and be more capable of problem solving through the use of case studies, role play and real-life activities.

Learning outcomes

On successful completion of this unit a learner will:

1. Understand how self-managed learning can enhance lifelong development
2. Be able to take responsibility for own personal and professional development
3. Be able to implement and continually review own personal and professional development plan
4. Be able to demonstrate acquired interpersonal and transferable skills.
Unit content

1 Understand how self-managed learning can enhance lifelong development

Self-managed learning: self-initiation of learning processes; clear goal setting, e.g. aims and requirements, personal orientation achievement goals, dates for achievement, self-reflection

Learning styles: personal preferences; activist; pragmatist; theorist; reflector, e.g. reflexive modernisation theory; Kolb’s learning cycle

Approaches: learning through research; learning from others, e.g. mentoring/coaching, seminars, conferences, secondments, interviews, use of the internet, social networks, use of bulletin boards, news groups

Effective learning: skills of personal assessment; planning, organisation and evaluation

Lifelong learning: self-directed learning; continuing professional development; linking higher education with industry, further education, Recognition of Prior Learning, Apprenticeships, Credit Accumulation and Transfer Schemes

Assessment of learning: improved ability range with personal learning; evidence of improved levels of skill; feedback from others; learning achievements and disappointments

2 Be able to take responsibility for own personal and professional development

Self-appraisal: skills audit (personal profile using appropriate self-assessment tools); evaluating self-management; personal and interpersonal skills; leadership skills

Development plan: current performance; future needs; opportunities and threats to career progression; aims and objectives; achievement dates; review dates; learning programme/activities; action plans; personal development plan

Portfolio building: developing and maintaining a personal portfolio

Transcripts: maintaining and presenting transcripts including curriculum vitae

3 Be able to implement and continually review own personal and professional development plan

Learning styles and strategies: types of styles; awareness of own personal style; impact of personal style and interactions with others

Learning from others: formal learning and training; observation; mentoring; supervision; tutorials; informal networks; team members; line managers; other professionals
Evaluation of progress: setting and recording of aims and objectives; setting targets; responding to feedback; re-setting aims and targets; establishing and recognising strengths and weaknesses; directions for change; cycles of activity (monitoring, reflecting and planning)

4 Be able to demonstrate acquired interpersonal and transferable skills

Transferable skills: personal effectiveness (ability to communicate effectively at all levels, initiative, self-discipline, reliability, creativity, problem solving)

Verbal and non-verbal communication: effective listening, respect for others’ opinions; negotiation; persuasion; presentation skills; assertiveness; use of ICT

Delivery formats: ability to deliver transferable skills using a variety of formats

Working with others: team player; flexibility/adaptability; social skills

Time management: prioritising workloads; setting work objectives; using time effectively; making and keeping appointments; reliable estimates of task time
## Learning outcomes and assessment criteria

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<thead>
<tr>
<th>Learning outcomes</th>
<th>Assessment criteria for pass</th>
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<tr>
<td><strong>On successful completion of this unit a learner will:</strong></td>
<td><strong>The learner can:</strong></td>
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<tr>
<td>LO1 <strong>Understand how self-managed learning can enhance lifelong development</strong></td>
<td>1.1 evaluate approaches to self-managed learning</td>
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<td>1.2 propose ways in which lifelong learning in personal and professional contexts could be encouraged</td>
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<td>1.3 evaluate the benefits of self-managed learning to the individual and organisation</td>
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<td>LO2 <strong>Be able to take responsibility for own personal and professional development</strong></td>
<td>2.1 evaluate own current skills and competencies against professional standards and organisational objectives</td>
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<td>2.2 identify own development needs and the activities required to meet them</td>
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<td>2.3 identify development opportunities to meet current and future defined needs</td>
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<td>2.4 devise a personal and professional development plan based on identified needs</td>
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<td>LO3 <strong>Be able to implement and continually review own personal and professional development plan</strong></td>
<td>3.1 discuss the processes and activities required to implement the development plan</td>
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<td>3.2 undertake and document development activities as planned</td>
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<td>3.3 reflect critically on own learning against original aims and objectives set in the development plan</td>
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<td>3.4 update the development plan based on feedback and evaluation</td>
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<td>LO4 <strong>Be able to demonstrate acquired interpersonal and transferable skills</strong></td>
<td>4.1 select solutions to work-based problems</td>
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<td>4.2 communicate in a variety of styles and appropriate manner at various levels</td>
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<td>4.3 evaluate and use effective time management strategies.</td>
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Guidance

Links
The unit links with *Unit 47: Employability Skills*.

This unit also links to the Management and Leadership NOS as mapped in *Annexe B*.

**Essential requirements**
Activities carried out in this unit could be part of the mainstream academic activity and could be integrated into the whole programme of study. Learners would benefit from links with the learning outcomes of other units and if review meetings are held regularly.

A personal development portfolio or progress file should be put together, which contains all information and personal records ‘owned’ by the learner, including planning and monitoring progress towards the achievement of personal objectives. This could be web based, paper based or another format. Potentially this could form the basis of an extended record of a lifelong record of learning and achievement.

Tutors should be aware that textbooks are updated frequently and that they should use the latest editions where available. This is a practical unit and textbook materials should be used for reference purposes.