

## Unit T/650/0120

### Develop knowledge, skills and competence

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1. Know how to develop knowledge and competence	<ul style="list-style-type: none"><li>1.1 Identify the principles which underpin their professional development</li><li>1.2 Evaluate the current requirements of their work role and how the requirements may evolve in the future</li><li>1.3 Describe how to monitor changes, trends and developments</li><li>1.4 Evaluate the impact of different factors on their role</li><li>1.5 Identify development needs to address any identified gaps between the requirements of their work role and current knowledge, understanding and skills</li><li>1.6 Outline what an effective development plan should contain and the length of time that it should cover</li><li>1.7 Explain the importance of taking account of own career and personal goals when planning professional development</li><li>1.8 Describe the range of different learning methods and how to identify the methods which work best for them</li><li>1.9 Identify the type of development activities that can be undertaken to address identified gaps in their knowledge, skills and competence</li><li>1.10 Evaluate the extent to which development activities have contributed to their performance</li><li>1.11 Explain how to update development plans in the light of own performance, any development activities undertaken and any wider changes</li><li>1.12 Identify and use appropriate sources of feedback on own performance.</li></ul>
2. Be able to develop knowledge and competence	<ul style="list-style-type: none"><li>2.1 Monitor trends and developments in own sector and area of professional expertise and evaluate their impact on their work role</li></ul>

- 2.2 Evaluate, at appropriate intervals, the current and future requirements of their work role, taking account of the vision and objectives of their organisation
- 2.3 Identify the learning methods which work best for them and ensure that they take these into account in identifying and undertaking development activities
- 2.4 Identify any gaps between the current and future requirements of their work role and current knowledge, skills and competences
- 2.5 Discuss and agree, with those they report to, a development plan which both addresses any identified gaps in own knowledge, skills and competence and supports own career and personal goals
- 2.6 Undertake the activities identified in their development plan and evaluate their contribution to own performance
- 2.7 Get regular feedback on own performance from those who are able to provide objective, specific and valid feedback
- 2.8 Review and update their development plan in the light of own performance, any development activities undertaken and any wider changes

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.