Standard 2 Your personal Development

**Learning Outcome -The learner will:**

**Assessment Criteria – The learner can:**

**2.1a** There are a range of different sources of support available to you that will help you to progress your learning and development in your role. Complete the diagram below to identify some of the sources of support that you could use or access.

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| --- |
|  |

**2.1b** Creating a personal development plan (PDP) is a step-by-step process and will involve you working with different people. Fill in the boxes below to describe the process for agreeing a personal development plan and for each step identify who will be involved in the process.

|  |  |
| --- | --- |
| Step 1: |  |
| Step 2: |  |
| Step 3: |  |

**2.1c** Learning is a process that involves us throughout our lives and not just at school. There are many different ways in which we can learn, for example using feedback from others is a great way to learn and help us to develop and improve the way we work.

|  |  |
| --- | --- |
| Constructive |  |
| Competence |  |
| Confidence |  |
| Knowledge |  |
| Improvement |  |
| Learning from others |  |

**2.2a** Literacy, numeracy and communication skills are necessary for you to carry out the requirements of your role. Often the skills that you need to use will be very specific to your responsibilities and the service that you work in. Fill in the boxes below to describe how you will use your literacy, numeracy and communication skills in practice.

|  |  |
| --- | --- |
| I will need to use my literacy skills when I... |  |
| I will need to use my numeracy skills when I... |  |
| I will need to use my communication skills when I... |  |

**2.2b** Your current levels of competence in literacy, numeracy and communication are likely to be very specific to you as an individual. Explain how you would check your current levels of literacy, numeracy and communication skills.

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**2.2c, 2.2d and 2.2e** Complete the table below to describe how the different development activities have helped to improve your knowledge, skills and understanding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Development activity | Provide a description of the development activity | How has it helped to improve your knowledge? | How has it helped to improve your skills? | How has it helped to improve your understanding? |
| 1. A learning activity that you have undertaken recently |  |  |  |  |
| 2. Reflecting on a situation |  |  |  |  |
| 3. Feedback from others |  |  |  |  |

**2.2g** Part i) For each of the learning opportunities below, decide whether each is an example of a formal learning opportunity or an informal one.

|  |  |
| --- | --- |
| Annual Appraisal with your manager |  |
| E-learning courses |  |
| Watching a documentary |  |
| Undertaking a training course |  |
| Breaktime discussion with colleagues |  |
| Reading a magazine or journal |  |

**2.2g** Part ii) Select 3 learning opportunities that are available to you, you could select ones from the list above or ones that are specific to you. For each learning opportunity, list how it will help you to improve the way you work.

|  |  |
| --- | --- |
| **Learning opportunity** | **How will it help you improve the way you work?** |
| 1 |  |
| 2 |  |
| 3 |  |

**2.2i** Continuing professional development (CPD) is essential for work in the health and social care sectors. Explain why CPD is important for your own and others’ development.

|  |
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| **Assessor Feedback: Date:** |

Candidate Signature: ……………………………………………….. Date: ………………….

Assessor Signature: …………………………………………………. Date: ………………….