Unit 27: Personal and Professional Development

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

• **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, eg aims and requirements, personal orientation achievement goals, dates for achievement, self-reflection

*Learning styles*: personal preferences; activist; pragmatist; theorist; reflector, eg reflexive modernisation theory; Kolb’s learning cycle

*Approaches*: learning through research; learning from others, eg 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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<tbody>
<tr>
<td>On successful completion of this unit a learner will:</td>
<td>The learner can:</td>
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<tr>
<td><strong>LO1 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><strong>LO2 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><strong>LO3 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><strong>LO4 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 26: Employability Skills.

Essential requirements
There are no essential requirements for this unit.

Employer engagement and vocational contexts
Delivery of this unit will benefit from centres establishing strong links with employers willing to contribute to the delivery of teaching, work-based placements and/or detailed case study materials.