
Overview

This standard is about developing your own knowledge, skills and competence to meet the current and future requirements of your work. You monitor trends in your professional sector and area of expertise to support your personal and career development. You identify gaps in your knowledge, skills and competence; then plan and undertake learning and development activities to improve your performance. You regularly seek feedback and action it accordingly.

This standard is for all managers and leaders.

Performance criteria

You must be able to:

1. monitor trends and developments in your professional sector and area of expertise
2. evaluate the impact of trends and developments on your work role
3. assess the current and future requirements of your work role in accordance with the vision and objectives of your organisation
4. identify gaps between the current and future requirements of your work role and your current knowledge, skills and competence.
5. assess your own values, motivations and emotions
6. identify your own strengths and limitations
7. identify your learning and development needs
8. agree a development plan which addresses identified gaps in your knowledge, skills and competence
9. agree a development plan which supports your own career and personal goals
10. undertake the activities agreed in your development plan using preferred learning methods
11. seek new sources of support, when necessary
12. access available learning and development resources to support development activities
13. evaluate how learning and development activities have contributed to your performance
14. request objective, specific and valid feedback on your performance

from colleagues, team members and customers

15. collate and analyse the feedback and take appropriate actions, where required

16. update your development plan in the light of your performance, development activities undertaken and any wider changes

17. reflect on your learning and work experiences in your continuing professional development (CPD) records

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

1. how to evaluate the current requirements of a work role and how these requirements may evolve in the future
2. how to monitor changes, trends and developments in your professional sector
3. how to identify learning and development needs
4. how to address any identified gaps between the requirements of your work role and your current knowledge, understanding and skills
5. the key components of a personal development plan
6. the importance of taking account of your career and personal goals when planning your professional development
7. the different learning methods available and how to identify the methods of learning
8. the types of development activities that can be undertaken to address identified gaps in your knowledge, skills and competence
9. how to evaluate the extent to which development activities have contributed to your performance
10. how to update development plans in the light of your performance, any development activities and any wider changes
11. how to identify sources of feedback on your performance

Industry and sector specific knowledge and understanding

12. the industry and sector requirements for development or maintenance of your knowledge, skills and competence

13. the legal, organisational, codes of practice and policies relevant to your role and the activities being carried out

Context specific knowledge and understanding

14. your responsibilities for developing knowledge, skills and competence

15. the development opportunities and learning resources in your organisation

16. your continuing professional development (CPD) records and why these need to be kept up-to-date

17. your organisation's policies and procedures for personal development

Skills

1. Communicating
2. Evaluating
3. Learning
4. Managing self
5. Motivation of self
6. Obtaining feedback
7. Personal resilience
8. Personal and professional development
9. Planning
10. Reflecting
11. Reviewing
12. Role modelling
13. Self-assessment
14. Setting objectives

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Develop your knowledge, skills and competence to meet the requirements of your work



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