

## Unit 2: Introduction to Personal Development in Health, Social Care or Children's and Young People's Settings

Unit code:	SHC 22
Unit reference number:	L/601/5470
QCF level:	2
Credit value:	3
Guided learning hours:	23

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### Unit summary

This unit is aimed at those who work in health or social care settings or with children or young people in a wide range of settings. The unit introduces the concepts of personal development and reflective practice which are fundamental to such roles, and ways to implement these.

**This is a mandatory unit in both the Edexcel Level 2 Diploma in Health and Social Care (Adults) for England (QCF) and the Edexcel Level 2 Diploma in Health and Social Care (Adults) for Wales and Northern Ireland (QCF).**

### Assessment requirements

This unit must be assessed in accordance with Skills for Care and Development's QCF Assessment Principles. Assessment criteria 2.2, 2.3, 3.3, 4.1, 4.2, 4.3, 4.4 must be assessed in a real work environment.

### Assessment methodology

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

## Content

### 1 Understand what is required for competence in own work role

*Duties and responsibilities:* job description for own role; organisational goals and practices; inter-agency working

*Standards which influence role:* codes of practice; regulations; minimum standards; national occupational standards

*Ways to prevent personal attitudes and beliefs obstructing quality of work:* reflecting on own background and experiences; understanding effects of own beliefs and attitudes on practice; seeking ways to gain feedback on own practice; seeking professional development opportunities; developing knowledge and understanding of needs, culture and background of individuals using services

### 2 Be able to reflect on own work activities

*The importance of reflecting on work activities:* helps to make sense of and learn from experiences; identifying new opportunities; developing skills and techniques; understanding what has been achieved; thinking about aspects that worked well or not so well; considering what could have been done differently

*Assessing own knowledge and skills:* knowledge to carry out role effectively; ability to follow codes of practice and procedures; ways to seek feedback from individuals using services; ways to seek feedback from colleagues, managers or supervisors, tutors and other professionals

*Reflecting on work activities:* keeping a record of development through log or diary; identifying positive and negative aspects of activity eg organisation, own role, resources used; reflecting on outcomes for individuals using services; understanding own role and contribution to team and/or interagency working

### 3 Be able to agree a personal development plan

*Sources of support for own learning and development:* informal; formal; internal eg line manager, supervisor; mentoring schemes; tutor; accessing specialist information through partner and external organisations; online professional discussion groups

*Planning process:* cyclical nature of planning and review; understanding own role; identifying own strengths and weaknesses; identifying gaps in knowledge; using feedback from others; appraisal process; understanding development goals of own sector; identifying opportunities to develop knowledge and skills; reviewing progress

*People involved:* eg the individual, people using services, supervisor or line manager, other professionals, tutors or mentors, carers, advocates

*Personal development plan:* agreeing objectives for development; proposing activities to meet objectives; timescales for review; understanding needs for specific, measurable, achievable, realistic and timed targets (SMART); need for regular review of development plans; need to identify training opportunities and support

#### **4 Be able to develop own knowledge, skills and understanding**

*Developing knowledge, skills and understanding through a learning activity:* developing new concepts and ideas through eg discussion, working with colleagues, asking questions, training; evidence of applying learning to own practice; activities to develop knowledge and understanding about individuals' needs and preferences

*Role of reflection in improving own knowledge, skills and understanding:* situations in a work context eg supporting an individual using health or care services, support for children, working with colleagues; effectiveness of own practice; recognition of own contribution to team work; evidence of applying learning and skills to new situations; changes in own practice; ability to advise and support colleagues

*Feedback from others:* feedback from colleagues eg line manager, supervisor, tutor; feedback from people using services eg adults, children and young people, families; ways that feedback has been used to make changes in own practice

*Ways to record evidence of personal progress:* importance of regular review; use of diary or journal; personal development plans and reviews; witness testimonies

## Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Understand what is required for competence in own work role	<p>1.1 describe the duties and responsibilities of own role</p> <p>1.2 identify standards that influence the way the role is carried out</p> <p>1.3 describe ways to ensure that personal attitudes or beliefs do not obstruct the quality of work</p>			
2 Be able to reflect on own work activities	<p>2.1 explain why reflecting on practice is an important way to develop knowledge, skills and practice</p> <p>2.2 assess how well own knowledge, skills and understanding meet standards</p> <p>2.3 demonstrate the ability to reflect on work activities</p>			
3 Be able to agree a personal development plan	<p>3.1 identify sources of support for own learning and development</p> <p>3.2 describe the process for agreeing a personal development plan and who should be involved</p> <p>3.3 contribute to drawing up own personal development plan</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Be able to develop own knowledge, skills and understanding	4.1 show how a learning activity has improved own knowledge, skills and understanding 4.2 show how reflecting on a situation has improved own knowledge, skills and understanding 4.3 show how feedback from others has developed own knowledge, skills and understanding 4.4 show how to record progress in relation to personal development			

Learner name: \_\_\_\_\_ Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if sampled)*