
Overview

This standard is about taking responsibility for developing your own knowledge, skills and competence to meet the current and future requirements of your work and to support your personal and career development.

This standard is relevant to all managers and leaders.

This standard links closely to *CFAM&LAA1 Manage yourself*. It also links to the standards in key area *DC Develop and support individuals* which are about helping others to develop their knowledge, skills and competence.

Performance criteria

- You must be able to:*
- P1 Monitor trends and developments in your sector and area of professional expertise and evaluate their impact on your work role.
 - P2 Evaluate, at appropriate intervals, the current and future requirements of your work role, taking account of the vision and objectives of your organisation.
 - P3 Identify the learning methods which work best for you and ensure that you take these into account in identifying and undertaking development activities.
 - P4 Identify any gaps between the current and future requirements of your work role and your current knowledge, skills and competence.
 - P5 Discuss and agree, with those you report to, a development plan which both addresses any identified gaps in your knowledge, skills and competence and supports your own career and personal goals.
 - P6 Undertake the activities identified in your development plan and evaluate their contribution to your performance.
 - P7 Get regular feedback on your performance from those who are able to provide objective, specific and valid feedback.
 - P8 Review and update your development plan in the light of your performance, any development activities undertaken and any wider changes.

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 The principles which underpin professional development.
- K2 How to evaluate the current requirements of a work role and how the requirements may evolve in the future.
- K3 How to monitor changes, trends and developments.
- K4 How to evaluate the impact of different factors on your role.
- K5 How to identify development needs to address any identified gaps between the requirements of your work role and your current knowledge, understanding and skills.
- K6 What an effective development plan should contain and the length of time that it should cover.
- K7 The importance of taking account of your career and personal goals when planning your professional development.
- K8 The range of different learning methods and how to identify the methods which work best for you.
- K9 The type of development activities that can be undertaken to address identified gaps in your knowledge, skills and competence.
- K10 How to evaluate the extent to which development activities have contributed to your performance.
- K11 How to update development plans in the light of your performance, any development activities undertaken and any wider changes.
- K12 How to identify and use appropriate sources of feedback on your performance.

Industry/sector specific knowledge and understanding

You need to know and understand:

- K13 Industry/sector requirements for the development or maintenance of knowledge, skills and competence.

Context specific knowledge and understanding

You need to know and understand:

- K14 The requirements of your work role including the limits of your responsibilities.
- K15 Your own career and personal goals.
- K16 Your preferred learning methods.

CFAM&LAA2

Develop your knowledge, skills and competence

- K17 Your current levels of knowledge, skills and competence.
- K18 Identified gaps in your current knowledge, skills and competence.
- K19 Your personal development plan.
- K20 Available development opportunities and resources in your organisation.
- K21 Your organisation's policy and procedures in terms of personal development.
- K22 Possible sources of feedback in your organisation.

Behaviours

When performing to this standard, you are likely to demonstrate the following behaviours:

- 1 Recognise changes in circumstances promptly and adjust plans and activities accordingly
- 2 Seek opportunities to improve performance
- 3 Develop knowledge, understanding, skills and performance in a systematic way
- 4 Encourage and welcome feedback from others and use this feedback constructively
- 5 Reflect on your experiences and use the lessons to guide your decisions and actions
- 6 Agree challenging but achievable objectives
- 7 Demonstrate awareness of your own values, motivations and emotions
- 8 Give a consistent and reliable performance
- 9 Recognise and make the most of your own strengths
- 10 Recognise your limitations and seek to minimise their impact
- 11 Make effective use of available resources
- 12 Seek new sources of support when necessary

Skills

When performing to this standard, you are likely to demonstrate the following skills:

- Communicating
- Evaluating
- Learning
- Obtaining feedback
- Planning
- Reflecting
- Reviewing
- Self-assessment
- Setting objectives

CFAM&LAA2

Develop your knowledge, skills and competence

| | |
|---------------------------------|---|
| Developed by | CFA Business skills @ work |
| Version number | 2.0 |
| Date approved | March 2012 |
| Indicative review date | March 2015 |
| Validity | Current |
| Status | Original |
| Originating organisation | CFA Business skills @ work |
| Original URN | CFAM&LAA2 |
| Relevant occupations | Managers and Senior Officials; Marketing occupations; Team Leader; Animal Facility Manager; Operations Manager; Communications Officer; Economic Development Officer; Arts, Media and Publishing; Librarians and Related Professionals; Crafts, creative arts and design; Quality and Customer Care Managers; Artistic and Literary Occupations; Customer Service Occupations; Farmer; Director; Farm Manager; Unit Manager |
| Suite | Management & Leadership; Marketing (2013); Animal Technology; Local Government Skills; Cultural and Heritage Venue Management; Agricultural Management |
| Key words | Management & leadership; develop; knowledge; skills; competence; Marketing; venue; |