

COGPACK33

Manage your own resources and professional development



Overview

This unit is about managing your personal resources (particularly knowledge, understanding, skills, experience and time) and your professional development in order to achieve your work objectives and your career and personal goals.

You need to understand your work role and how it fits into the overall vision and objectives of the organisation whilst also understanding what is driving you in terms of your values and your career and wider personal aspirations.

Identifying and addressing gaps in your skills and knowledge and understanding is an essential aspect of this unit.

This unit deals with the following:

1 Manage your own resources and professional development

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Previous Version

Unit 4.4 SEMTA National Occupational Standards in Packaging (STM4)
(Management A2)

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Performance criteria

- You must be able to:*
- P1 evaluate, at appropriate intervals, the current and future requirements of your work role taking account of the vision and objectives of your organisation
 - P2 consider your values and your career and personal goals and identify information which is relevant to your work role and professional development
 - P3 discuss and agree personal work objectives with those you report to and how you will measure progress
 - P4 identify the learning styles which work best for you and ensure that you take these into account in identifying and undertaking development activities
 - P5 identify any gaps between the current and future requirements of your work role and your current knowledge, understanding and skills
 - P6 discuss and agree, with those you report to, a development plan to address any identified gaps in your current knowledge, understanding and skills and support your own career and personal goals
 - P7 undertake the activities identified in your development plan and evaluate their contribution to your performance
 - P8 review and update your personal work objectives and development plan in light of performance, any development activities undertaken and any wider changes
 - P9 get regular and useful feedback on your performance from those who are in a good position to judge it and provide objective and valid feedback
 - P10 ensure that your performance consistently meets or goes beyond agreed requirements

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Knowledge and understanding

You need to know and understand:

- K1 the principles which underpin professional development
- K2 the importance of considering your values and career and personal goals and how to relate them to your job role and professional development
- K3 how to evaluate the current requirements of a work role and how the requirements may evolve in the future
- K4 how to set objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)
- 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 range of different learning style(s) and how to identify the style(s) which work(s) best for you
- K8 the type of development activities which can be undertaken to address identified gaps in your knowledge, understanding and skills
- K9 how to identify whether/how development activities have contributed to your performance
- K10 how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes
- K11 monitoring the quality of your work and your progress against requirements and plans
- K12 how to evaluate your performance against the requirements of your work role
- K13 how to identify and use good sources of feedback on your performance
- K14 the requirements of your work role including the limits of your responsibility
- K15 the vision and objectives of your organisation
- K16 your own values and career and personal goals
- K17 your personal work objectives
- K18 your preferred learning style(s)
- K19 your current knowledge, understanding and skills
- K20 identified gaps in your current knowledge, understanding and skills
- K21 your personal development plan
- K22 available development opportunities and resources in your organisation
- K23 your organisation's policy and procedures in terms of personal development
- K24 reporting lines in your organisation
- K25 possible sources of feedback in your organisation

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Suite Packaging

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