

COSTPCBCF66.3-F66.4

Advance and develop occupational knowledge and practice in planning, conservation and building control



Overview

This unit concerns the need for all individuals to carry out their own continuing development to keep abreast in changes in technology, legislation, materials and practices. It is also concerned with the advice and support offered to others to assist them in their development. You will also need to have a clear view of your development needs, and undertake learning activities over a sustained timescale to address any weaknesses or exploit any strengths. You will need to assist others in planning their personal development, taking into consideration available resources. You will also need to provide feedback to others in relation to objectives that have been set.

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Performance criteria

Develop others using your experience

You must be able to:

- P1 identify, through discussion with **people**, areas where they need help to achieve their agreed competence levels and use the information to produce an agreed personal development plan
- P2 identify and offer adequate and appropriate **opportunities and resources** for **people** to learn
- P3 select and summarise relevant and up to date information about **knowledge and practice** in a format which is suitable for distribution and for developing learning materials
- P4 advise and coach **people** so that they can identify their current level of competence, their learning needs and targets
- P5 select and use appropriate **learning activities** which are suitable for the topic and the needs of individuals
- P6 present information to others which is appropriate to their needs
- P7 encourage **people** to ask questions, seek clarification and advice when they need help and during learning activities
- P8 review **people's** progress towards agreed objectives and give realistic and positive feedback on their achievements

Undertake continued personal development

You must be able to:

- P9 define personal **objectives** for achieving personal development **aims**
- P10 identify and contact **sources of support and guidance** for undertaking personal development
- P11 identify and select relevant **standards of competence** against which personal development can be measured
- P12 analyse the current personal level of performance against the identified **standards of competence** and record a profile of present competence and personal development needs
- P13 prepare a **development plan** for achieving identified development **objectives**
- P14 undertake **development activities** aimed at achieving identified development needs, review and record progress and the effectiveness of the activities
- P15 measure achievement of identified development needs and record evidence of competence gained against the identified **standards of competence**
- P16 review the cycle of personal **objectives** and personal development **aims** and revise and update them to suit changing circumstances

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Knowledge and understanding

You need to know and understand:

Develop others using your experience

- K1 what to identify as areas in which **people** need help to achieve agreed competence levels (understanding)
- K2 how to use information about **peoples'** needs to produce an agreed personal development plan (application)
- K3 how to offer adequate and appropriate **opportunities and resources** for **people** to learn (application)
- K4 what to identify as adequate and appropriate **opportunities and resources** for **people** to learn (understanding)
- K5 how to summarise relevant and up to date information about **knowledge and practice** (application)
- K6 how and why to select relevant and up to date information about **knowledge and practice** (evaluation)
- K7 how and why to advise and coach **people** so that they can identify their current level of competence, their learning needs and targets (synthesis)
- K8 how to use appropriate **learning activities** (application)
- K9 how and why to select appropriate **learning activities** (evaluation)
- K10 how to present information to others (application)
- K11 how to encourage **people** to ask questions, to seek clarification and advice when they need help and during learning activities (application)
- K12 how and why to give realistic and positive feedback on achievements (synthesis)
- K13 how and why to review **peoples'** progress towards agreed objectives (analysis)

Undertake continued personal development

You need to know and understand:

- K14 how and why to define the personal **objectives** for achieving personal development **aims** (evaluation)
- K15 what to identify as **sources of support and guidance** for undertaking personal development (understanding)
- K16 how to contact **sources of support and guidance** for undertaking personal development (application)
- K17 what to identify as relevant **standards of competence** against which personal development can be measured (understanding)
- K18 how to record a profile of present competence and personal development needs (application)
- K19 how to measure achievement of identified development needs and record evidence of competence gained against the identified **standards of competence** (application)

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- K20 how and why to analyse the current personal level of performance against the identified **standards of competence** (analysis)
- K21 how and why to select relevant **standards of competence** against which personal development can be measured (evaluation)
- K22 how and why to prepare a **development plan** (synthesis)
- K23 how to record progress and the effectiveness of the **development activities** (application)
- K24 how and why to review progress and the effectiveness of the **development activities** (analysis)
- K25 how and why to undertake **development activities** (evaluation)
- K26 how to revise and update personal **objectives** for achieving personal development **aims** to suit changing circumstances (application)
- K27 how and why to review the cycle of personal development **aims** and **objectives** (analysis)

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Scope/Range

Develop others using your experience

- 1 People:**
 - 1.1 colleagues
 - 1.2 trainees and students
 - 1.3 potential entrants to the industry
- 2 Opportunities and resources:**
 - 2.1 paid time
 - 2.2 personal time
 - 2.3 office
 - 2.4 site
 - 2.5 collaboration with others
- 3 Knowledge and practice:**
 - 3.1 lessons from own experience
 - 3.2 lessons from others' experience
 - 3.3 published sources
- 4 Learning activities:**
 - 4.1 attending training and educational programmes
 - 4.2 coaching
 - 4.3 mentoring
 - 4.4 instructing
 - 4.5 agreeing work based learning opportunities
 - 4.6 performance appraisals
 - 4.7 work shadowing/secondments

Undertake continued personal development

- 5 Objectives:**
 - 5.1 preparation for career development
 - 5.2 intellectual challenge
 - 5.3 need to provide evidence of vocational competence
 - 5.4 compliance with employer and professional requirements
 - 5.5 promotion or job change
 - 5.6 awareness of development needs
 - 5.7 developing personal networks
- 6 Aims**
 - 6.1 maintenance of existing competence
 - 6.2 improvements of existing competence
 - 6.3 development of new competence
 - 6.4 commitment to vocational excellence

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- 7 Sources of support and guidance:**
 - 7.1 national/industry bodies
 - 7.2 professional institutions
 - 7.3 education and training providers
 - 7.4 in house
 - 7.5 mentoring
 - 7.6 national occupational standards
 - 7.7 benchmarks
 - 7.8 current publications (printed & on-line)
- 8 Standards of competence:**
 - 8.1 job descriptions and personal specification
 - 8.2 professional institution requirements
 - 8.3 national occupational standards
- 9 Development plan includes:**
 - 9.1 priorities
 - 9.2 target dates
 - 9.3 development activities
- 10 Development activities:**
 - 10.1 formal courses
 - 10.2 research
 - 10.3 work experience
 - 10.4 personal study
 - 10.5 work shadowing/secondments

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Relevant occupations Town planners, chartered surveyors (not quantity surveyors), building inspectors, construction project manager and related professions

Suite Town Planning, Conservation and Building Control

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