Overview

This standard is about reflecting on current practice, identifying own learning and development needs and taking part in continuing professional development.
### Performance criteria

**You must be able to:**

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<tbody>
<tr>
<td>P1</td>
<td>identify current performance requirements relevant to your practice</td>
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<tr>
<td>P2</td>
<td>identify trends and developments relevant to own skills, knowledge and practice</td>
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<td>P3</td>
<td>identify and critically reflect on how own beliefs and attitudes influence own practice</td>
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<td>P4</td>
<td>seek feedback, collect information and continually reflect on own performance</td>
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<td>P5</td>
<td>assess the extent to which own practice is inclusive and promotes equality and diversity</td>
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<td>P6</td>
<td>review and evaluate own skills, knowledge and practice against available information</td>
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<td>P7</td>
<td>prioritise areas for development and plan how learning and development will be achieved</td>
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<td>P8</td>
<td>inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice</td>
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<td>P9</td>
<td>access development needed to carry out own work more effectively and continually use a range of resources to keep own knowledge, skills and practice up to date</td>
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<td>P10</td>
<td>keep records of own actions, development plans and progress, and use them to support and inform ongoing reflective practice</td>
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<td>P11</td>
<td>apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired knowledge and skill</td>
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<td>P12</td>
<td>share knowledge, skills and improvements to practice with colleagues where it is likely to be of benefit own</td>
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Reflect on, develop and maintain own skills and practice in learning and development

**Knowledge and understanding**

**You need to know and understand:**

- **K1** the extent and limitations of the requirements and responsibilities associated with own role
- **K2** the health and safety practice and personal and social skills relevant to own area of work and management of own workload
- **K3** team, organisational and own professional goals
- **K4** how to explore current performance requirements relevant to own practice, including role descriptors, standards, benchmarks, codes of practice, and values and principles relevant to own practice
- **K5** how to find out about and stay abreast of trends and developments relevant to own skills, knowledge and practice including those relating to technological developments
- **K6** effective methods for assessing own values, beliefs and attitudes relevant to own skills and practice
- **K7** why it is important to understand own values, beliefs and attitudes and how it can affect own work practice as well as own learning and development
- **K8** why it is important to seek feedback on own performance from all those involved in the learning process and ways that this can be done
- **K9** the type of information that should be collected to inform a review of own skills, knowledge and practice
- **K10** ways to continuously reflect on and evaluate own efficiency and effectiveness and why this is important
- **K11** methods that can be used to assess the extent to which own practice is inclusive and promotes equality and diversity
- **K12** methods that can be used to evaluate own skills knowledge and practice and the range of information that should be used to inform this process
- **K13** the information that should be considered in the prioritisation of own learning and development needs
- **K14** sources and methods of relevant continuous and professional development to facilitate own learning
- **K15** how research can help to update practice
- **K16** methods, systems and processes for sharing evaluation information and suggesting improvements
- **K17** how to provide constructive criticism when suggesting improvements to colleagues
- **K18** why it is important to keep records of own actions, development plans and progress and how these can be used to inform ongoing reflective practice
- **K19** why it is important to evaluate the effectiveness of learning resources
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Reflect on, develop and maintain own skills and practice in learning and development

and learning provision used for own learning and development and who
this information should be shared with
K20 how sharing good practice with others can help to develop own practice
K21 the importance of continuous professional development and
collaborative reflection on learning development practice
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Additional Information

Please visit the website link to access the NOS suite including the Introduction, which contains valuable context and background information for this suite of NOS.


Glossary

Role
This is used to describe the job that you are contracted to carry out and the work that you must do

Practice
This refers to the ‘way’ that you carry out your work and takes account of factors such as your approach to your work
Reflect on, develop and maintain own skills and practice in learning and development

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