Overview

This standard is about promoting personal development and providing opportunities for others to learn from your experiences. It concerns the need for all individuals to carry out their own continuing development to keep abreast of 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.

Develop self and others

Performance criteria

You must be able to:

1. identify suitable sources of information on current professional standards
2. objectively assess your own skills and expertise against current standards
3. seek constructive feedback from relevant others on how well your own skills and expertise match current standards
4. identify areas for development to maintain and improve your own skills and expertise
5. prioritise development goals against your personal and employment requirements
6. make time to evaluate your skills and expertise at regular intervals
7. realistically assess the time and other resources required to meet your development goals
8. identify and use development methods that are suited to your goals and learning preferences achievable within the resources available to you
9. review your progress and the effectiveness of the development methods you have chosen
10. adjust the development methods used as required to make sure you meet your goals
11. give opportunities to team members to contribute to their own development and learning processes
12. base your judgement on performance against clear evidence gained from observing people in real work environments
13. agree ideas for development with individual team members that take account of their work responsibilities, learning abilities and personal circumstances
14. help others to access the learning they need in order to develop their capability and improve their competence
15. coach others to learn new skills where appropriate and your working circumstances permit
16. regularly advise colleagues on new developments and innovations
17. provide feedback to others about changes in performance and behaviours following learning and development activity

Knowledge and understanding

You need to know and understand:

1. sources of information on standards exist and how can they be accessed
2. what sort of information you need to carry out an objective assessment
3. how to ask for and make use of constructive feedback
4. why it is important to prioritise
5. how regular self-evaluation can help you to maintain and develop your skills and expertise
6. how to judge the time and other resources that will be needed
7. why it is important to take your own learning preferences into account when choosing a development method that will work for you
8. why it is important to review your progress and to make sure that the development method chosen is working
9. what support is available through learning providers, employers, peers, professional bodies and others to help you develop
10. methods employed when coaching others
11. essential techniques and stages in providing feedback to others
12. work outcomes and activities that specific individuals are expected to fulfil at different stages of the production process
13. learning opportunities that can support the development of your team members
14. key points in the work schedule at which to monitor individuals' work
15. times to provide feedback to others about their performance and learning

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