

Overview

This national occupation standard is about playing an active role in reviewing and setting objectives to improve upon and maintain your personal performance. It involves the use of self assessment methods to establish and agree, with line management, how to achieve your development objectives.

Performance criteria

- You must be able to:*
- 1 assess your current levels of competence and establish where areas of personal development are needed
 - 2 agree, with input of your supervisor, the period of time and resources you need to achieve the personal development objectives
 - 3 devise and agree a personal development plan, including deadlines, with the support of your supervisor
 - 4 implement, with the support of your supervisor, your personal development plan
 - 5 review progress against meeting the objectives of your personal development plan and decide on future development actions
 - 6 actively seek feedback and advice from your supervisor and work colleagues on how you can maintain and improve your level of performance

Develop yourself in the work role

Knowledge and understanding

You need to know and understand:

General

- 1 the main principles of health and safety and environmental legislation and regulations
- 2 the company reporting lines and authorisation roles and responsibilities
- 3 the company policies and procedures that directly impact on the work to be undertaken

Work area

- 4 where to find training and development opportunities to support personal development plans and objectives
- 5 self assessment processes and techniques
- 6 how to build personal development plans
- 7 how to write personal development objectives

Develop yourself in the work role

Behaviours

You work in a manner which:

1. recognises and acts when others need support
2. takes responsibility for resolving problems in your work area

Develop yourself in the work role

Developed by Energy & Utility Skills

Version Number 2

Date Approved December 2017

Indicative Review Date December 2020

Validity Current

Status Original

Originating Organisation Energy & Utility Skills

Original URN Energy & Utility Skills

Relevant Occupations Engineering; Science and Engineering Technicians; Participatory Arts Leader; Arts Administrator

Suite Wind Turbines; Community Arts

Keywords develop, self, yourself, work, role, competence, responsibility, community arts, participatory arts, arts administration
