

## Overview

This standard is about improving the development of yourself through personal planning, action and review and measuring and recording achievement against identified standards in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This standard is for people working in the occupational area of construction site management which is defined as the management of multiple construction trades and disciplines and can be used by supervisors and managers

## Manage your personal development

**Performance criteria**

- You must be able to:*
- P1 define and record your aims and objectives for undertaking personal development
  - P2 access at least three of the following sources of support and guidance to identify recognised standards to manage your personal development
    - 2.1 national organisations
    - 2.2 industry organisations and associations
    - 2.3 professional institutions
    - 2.4 further education organisations
    - 2.5 training providers
    - 2.6 in-house resources
    - 2.7 line manager
    - 2.8 colleagues
    - 2.9 trade periodicals and journals
    - 2.10 social media
    - 2.11 online resources
    - 2.12 certification bodies
  - P3 analyse the current level of your knowledge and performance against selected and recognised standards
  - P4 develop a profile of your competence and personal development needs and record the outcomes
  - P5 prepare and record a development plan for achieving identified development needs
  - P6 undertake development activities aimed at achieving identified development needs, reviewing and recording progress and the effectiveness of the activities
  - P7 obtain, accept and record feedback from people who can judge your performance and provide objective, valid feedback
  - P8 review the cycle of personal development aims and objectives to revise and update aims and objectives to suit changing circumstances and record the outcomes

## Knowledge and understanding

*You need to know and understand:* **Performance Criteria 1**  
**Aims and objectives**

- K1 how to define your aims and objectives based on the following for undertaking development
  - K1.1 preparation for new assignment
  - K1.2 intellectual challenge
  - K1.3 continued professional development (CPD)
  - K1.4 professional competence
  - K1.5 compliance with employer
  - K1.6 professional body membership requirements
  - K1.7 promotion and role change
  - K1.8 awareness of personal strengths and areas of focus
  
- K2 why you need to define aims and objectives

## **Performance Criteria 2** **Support and guidance**

- K3 how to access the following sources of support and guidance to identify recognised standards
  - K3.1 national organisations
  - K3.2 industry organisations and associations
  - K3.3 professional institutions
  - K3.4 further education organisations
  - K3.5 training providers
  - K3.6 in house resources
  - K3.7 line manager
  - K3.8 colleagues
  - K3.9 trade periodicals and journals
  - K3.10 social media
  - K3.11 online resources
  - K3.12 certification bodies

- K4 why you need to access the following recognised standards for you to undertake personal development
  - K4.1 job descriptions
  - K4.2 professional institution requirements
  - K4.3 national occupational standards
  - K4.4 industry recognised standards

### **Performance Criteria 3**

#### **Analyse performance**

- K5 how to analyse your current level of knowledge and performance against the following selected and recognised standards
  - K5.1 job descriptions
  - K5.2 professional institution requirements
  - K5.3 national occupational standards
  - K5.4 industry recognised standards
  
- K6 how to develop a profile of your personal development needs based on the following:
  - K6.1 maintenance of existing competence
  - K6.2 improvements to existing skills
  - K6.3 improvements to existing knowledge
  - K6.4 development of new skills and knowledge
  - K6.5 commitment to professional excellence
  
- K7 why you need to develop a profile of your personal development needs

### **Performance Criteria 4**

#### **Profile of competence**

- K8 how to develop a profile of your knowledge and competence against the following identified recognised standards
  - K8.1 job descriptions
  - K8.2 professional institution requirements
  - K8.3 national occupational standards
  - K8.4 industry recognised standards

K9 how to measure achievement of the following identified personal development needs

K9.1 maintenance of existing competence

K9.2 improvements to existing skills

K9.3 improvements to existing knowledge

K9.4 improvements to existing competence

K9.5 development of new skills and knowledge

K9.6 commitment to professional excellence

### **Performance Criteria 5**

#### **Development plan**

K10 how to prepare a personal development plan based on the following

K10.1 maintenance of existing competence

K10.2 improvements to existing skills

K10.3 improvements to existing knowledge

K10.4 development of new skills and knowledge

K10.5 commitment to professional excellence

K11 why you need to prepare a personal development plan

### **Performance Criteria 6**

#### **Development activities**

K12 how to undertake development activities to achieve personal development needs

K13 how to review and record progress and evaluate the effectiveness of the activities

### **Performance Criteria 7**

#### **Obtain and accept feedback**

K14 how to obtain, accept and record feedback from people who can judge your performance and provide objective, valid feedback

K15 why you need to obtain and accept feedback

**Performance Criteria 8****Review, revise and update**

K16 how to review the cycle of the following personal development aims and objectives

**Personal development**

K16.1 maintenance of existing competence

K16.2 improvements to existing skills

K16.3 improvements to existing knowledge

K16.4 development of new knowledge and skills

K16.5 commitment to professional excellence

**Aims and objectives**

K16.6 preparation for new assignment

K16.7 intellectual challenge

K16.8 continued professional development (CPD)

K16.9 professional competence

K16.10 compliance with employer

K16.11 professional body membership requirements

K16.12 promotion and role change

K16.13 awareness of personal strengths and weaknesses

K17 how to revise and update aims and objectives to suit changing circumstances

K18 why reviewing, revising and updating your personal development plan is required

## Manage your personal development

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**Suite** Construction Site Management

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