

CLDLD10

Reflect on, develop and maintain own skills and practice in learning and development



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:

1. identify current performance requirements relevant to your practice
2. identify trends and developments relevant to own skills, knowledge and practice
3. identify and critically reflect on how own beliefs and attitudes influence own practice
4. seek feedback, collect information and continually reflect on own performance
5. assess the extent to which own practice is inclusive and promotes equality and diversity
6. review and evaluate own skills, knowledge and practice against available information
7. prioritise areas for development and plan how learning and development will be achieved
8. inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice
9. 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
10. keep records of own actions, development plans and progress, and use them to support and inform ongoing reflective practice
11. apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired knowledge and skill
12. share knowledge, skills and improvements to practice with colleagues

Knowledge and understanding

You need to know and understand:

1. the organisational, legal and professional requirements that should be followed when planning learning and development programmes
2. the extent and limitations of the requirements and responsibilities associated with own role
3. the health and safety practice and personal and social skills relevant to own area of work and management of own workload
4. team, organisational and own professional goals
5. 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
6. 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
7. effective methods for assessing own values, beliefs and attitudes relevant to own skills and practice
8. 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
9. 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
10. the type of information that should be collected to inform a review of own skills, knowledge and practice
11. ways to continuously reflect on and evaluate own efficiency and effectiveness and why this is important
12. methods that can be used to assess the extent to which own practice is inclusive and promotes equality and diversity
13. 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
14. the information that should be considered in the prioritisation of own learning and development needs
15. sources and methods of relevant continuous and professional development to facilitate own learning
16. how research can help to update practice
17. methods, systems and processes for sharing evaluation

- information and suggesting improvements
18. how to provide constructive criticism when suggesting improvements to colleagues
 19. 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
 20. why it is important to evaluate the effectiveness of learning resources and learning provision used for own learning and development and who this information should be shared with
 21. how sharing good practice with others can help to develop own practice
 22. the importance of continuous professional development and collaborative reflection on learning development practice

Glossary

Current

Current evidence should allow decisions to be made confidently about the currency of skills and knowledge claimed, and that the candidate is competent at the point of assessment.

Diversity

Acknowledging that each individual is unique, and recognizing our individual differences in, for example, culture, ability, gender, race, religion, wealth, sexual orientation, or any other individual characteristic.

Equality

A state of fair treatment that is the right of all people regardless of differences in, for example, culture, ability, gender race, religion, wealth, sexual orientation, or any other group characteristic.

Goals

This refers to interim targets or steps towards learners meeting overall outcomes and objectives.

Health and safety

This includes physical health and safety as well as emotional well-being.

Learning process

This may include experience, such as time in the workplace, as well as formal and informal training.

Practice

This refers to the 'way' that you carry out your work and takes account of factors such as your approach to your work.

Resources

This covers any physical or human resource that supports the learning and development process and could include technical equipment, digital technologies (including online tools and apps), handouts, workbooks, people – for example external speakers – and visits to places of interest.

Role

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

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Developed by	CLD Standards Council Scotland
Version Number	1
Date Approved	June 2021
Indicative Review Date	April 2026
Validity	Current
Status	Original
Originating Organisation	Lifelong Learning UK
Original URN	LaD10
Relevant Occupations	Education and training; Teaching and lecturing; Teaching Professionals; Public Services Professional; Direct learning support
Suite	Learning and Development
Keywords	collective learning needs, development needs, focus of learning, identify learning needs, learning, learning needs analysis, prioritise learning needs, training needs, learner confidentiality, learning development practitioners
