

Assessment Activity Module

Unit SFH105 (K/616/5294)

Personal development in care settings

Version 1, January 2018

Assessment Feedback Record

Date	Feedback Comments	Assessor Signature	Learner Signature

Learner signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

SFH105 (K/616/5294) Personal development in care settings

Unit Purpose

This unit is aimed at those who work in care settings. The unit introduces the concepts of personal development and reflective practice.

You will learn about and understand:

- what is required for competence in own work role
- how to reflect on own work activities
- how to agree a personal development plan
- how to develop own knowledge, skills and understanding

What you need to complete

In order to meet the assessment requirements for the unit you will need to complete this module, giving full and detailed answers to each question and completing the practical activities.

Your assessor will assess the module and give you feedback on what you have already achieved, and what you need to do to develop further.

After you have completed the module and your assessor has confirmed that it is complete, you will need to sign and date at the bottom of the ongoing assessor feedback record.

This is a level 2 unit and as such answers must have the appropriate complexity and depth to meet level 2 standards.

Unit Content

Learning Outcome	Assessment Criterion (AC)	Suggested Assessment Methods	Assessment Guidance
1. Understand what is required for competence in own work role	1.1 Describe the duties and responsibilities of own role 1.2 Identify standards, regulatory requirements and agreed ways of working that may influence your knowledge, understanding and skills to carry out your work role 1.3 Describe how to ensure that own personal values, attitudes or beliefs do not obstruct the quality of work and working practice	<ul style="list-style-type: none"> • professional discussion • learner statement against each criterion • questions and answers 	For each criterion, the assessor and learner need to ensure that the descriptors (describe, identify) have been fully addressed. 1.1 Give a description of the duties and responsibilities of your role. 1.2 What are the standards, regulatory requirements and agreed ways of working that may influence your knowledge, understanding and skills to carry out your work role? 1.3 Discuss with your assessor how you ensure that your own personal values, attitudes or beliefs do not obstruct the quality of work and working practice.
2. Be able to reflect on own work activities	2.1 Explain why reflecting on work activities is an important way to develop knowledge, skills and practice 2.2 Assess how well own knowledge, skills and understanding meet standards 2.3 Demonstrate the ability to reflect on work activities	<ul style="list-style-type: none"> • professional discussion • learner statement against each criterion • questions and answers • observation 	For each criterion, the assessor and learner need to ensure that the descriptors (explain, assess, demonstrate) have been fully addressed. 2.1 Discuss with your assessor why reflecting on work activities is an important way to develop knowledge, skills and practice. 2.2 Assess how well your own knowledge, skills and understanding meets standards.

Learning Outcome	Assessment Criterion (AC)	Suggested Assessment Methods	Assessment Guidance
3. Be able to agree a personal development plan	3.1 Identify sources of support and how they can be used for own learning and development 3.2 Describe the process for agreeing a personal development plan and who should be involved 3.3 Contribute and agree to own personal development plan	<ul style="list-style-type: none"> • professional discussion • learner statement against each criterion • questions and answers • observation 	<p>For each criterion, the assessor and learner need to ensure that the descriptors (identify, describe, contribute) have been fully addressed.</p> 3.1 List sources of support and how they can be used for your learning and development. 3.2 What is the process for agreeing a personal development plan and who should be involved?
4. Be able to develop own knowledge, skills and understanding	4.1 Describe how a learning activity has improved own knowledge, skills and understanding 4.2 Describe how reflecting on a situation has improved own knowledge, skills and understanding 4.3 Explain the importance of continuing professional development 4.4 Describe how feedback from others has developed own knowledge, skills and understanding 4.5 Demonstrate how to record progress in relation to personal development	<ul style="list-style-type: none"> • professional discussion • learner statement against each criterion • questions and answers • observation 	<p>For each criterion, the assessor and learner need to ensure that the descriptors (describe, explain, demonstrate) have been fully addressed.</p> 4.1 Discuss with your assessor a learning activity that you have taken part in and explain how this has improved your knowledge, skills and understanding. 4.2 Explain how reflecting on a situation has improved your knowledge, skills and understanding. 4.3 Discuss with your assessor why it is important to continue your professional development. 4.4 Discuss with your assessor how feedback from others has developed your knowledge, skills and understanding.

Important note

Professional discussion has been listed in the suggested assessment methods and it also appears in the module itself. This is to give choice to learners and assessors in the way in which assessment is carried out. Although professional discussion is strongly recommended, there may be situations where it is not possible, e.g. in some distance learning. In these situations, learners can answer the questions in written form in the boxes headed "Learner notes".

Background to achievement of the unit

This unit is important for anyone working in the Care industry. It looks at continual professional development and encourages you to look at the process of tracking and documenting the skills, knowledge and experience that you have gained, both formally and informally, within your work setting. It also helps you to identify the importance of personal development to comply with the Code of Practice requirements and Care Standards.

1. Give a description of the duties and responsibilities of your role.

(AC1.1)

2. What are the standards, regulatory requirements and agreed ways of working that may influence your knowledge, understanding and skills to carry out your work role?

(AC1.2)

3. Discuss with your assessor how you ensure that your own personal values, attitudes or beliefs do not obstruct the quality of work and working practice.
(AC1.3)

You can make notes in the box to help you for when you have your discussion. Your notes should be a reminder of what you want to say to your assessor; you should not read from them. If your assessor feels you need help, he/she will prompt you by asking a question and then you can look at your notes and answer from those.

Learner notes

4. Discuss with your assessor why reflecting on work activities is an important way to develop knowledge, skills and practice. (AC2.1)

You can make notes in the box to help you for when you have your discussion. Your notes should be a reminder of what you want to say to your assessor; you should not read from them. If your assessor feels you need help, he/she will prompt you by asking a question and then you can look at our notes and answer from those.

Learner notes

5. Assess how well your own knowledge, skills and understanding meet standards. (AC2.2)

6. List sources of support and how they can be used for your learning and development.

(AC3.1)

7. What is the process for agreeing a personal development plan and who should be involved?

(AC3.2)

8. Discuss with your assessor a learning activity that you have taken part in and explain how this has improved your knowledge, skills and understanding (AC4.1)

You can make notes in the box to help you for when you have your discussion. Your notes should be a reminder of what you want to say to your assessor; you should not read from them. If your assessor feels you need help, he/she will prompt you by asking a question and then you can look at your notes and answer from those.

Learner notes

9. Explain how reflecting on a situation has improved your knowledge, skills and understanding. (AC4.2)

10. Discuss with your assessor why it is important to continue your professional development.

(AC4.3)

You can make notes in the box to help you for when you have your discussion. Your notes should be a reminder of what you want to say to your assessor; you should not read from them. If your assessor feels you need help, he/she will prompt you by asking a question and then you can look at your notes and answer from those.

Learner notes

11. Discuss with your assessor how feedback from others has developed your knowledge, skills and understanding.

(AC4.4)

You can make notes in the box to help you for when you have your discussion. Your notes should be a reminder of what you want to say to your assessor; you should not read from them. If your assessor feels you need help, he/she will prompt you by asking a question and then you can look at your notes and answer from those.

Learner notes

12. Your assessor will observe you in your workplace carrying out the following tasks:

- Demonstrate the ability to reflect on work activities (AC2.3)
- Contribute and agree to own personal development plan (AC3.3)
- Demonstrate how to record progress in relation to personal development (AC4.5)

Your assessor will plan the observations with you and you will agree when these are to take place. The assessment plan(s) must be attached to this AAM along with evidence of the observations. These observations can be voice recorded or your assessor may choose to type/write them, but they must be available for quality monitoring purposes. The sample report overleaf may be used to document the observations.

Observation report

AC	Activity	Comments	Date	Signature
2.3	Demonstrate the ability to reflect on work activities			
3.3	Contribute and agree to own personal development plan			
4.5	Demonstrate how to record progress in relation to personal development			