

Unit Specification - J86E 45

Developing meta-skills and personal practice

URN: SDS 0434

SCQF Level: 5 | SCQF Credit: 9

Goal of Unit:

To develop meta-skills and personal practice through self-evaluation, agreeing objectives, reviewing progress and improving performance in line with organisational requirements.

Brief outline:

This is about developing meta-skills and personal practice. This involves reviewing progress; acting on feedback; agreeing and working towards development objectives.

Individuals will have a high level of support with minimum directive supervision in their ongoing development and wellbeing, usually from their line manager.

Performance requirements

1. Identifying (with support) meta-skills and role-specific skills for own work and completing self-assessments of own strengths and improvement needs for personal practice.
2. Discussing and agreeing straightforward SMART objectives for personal development and to achieve work plans.
3. Discussing and agreeing straightforward training and development activities required to improve own performance and to achieve work plans.
4. Completing straightforward training and development activities within agreed timescales with support to progress own performance.
5. Acting on feedback and support to improve own performance.
6. Review (with support) progress in meta-skills and role-specific skills to agree future development needs.
7. Completing straightforward mandatory role related training in line with organisational requirements.
8. Completing straightforward documentation required for personal development in line with organisation policy and procedures.

Knowledge and understanding requirements

1. The purpose and importance of meta-skills including straightforward definitions and how they relate to own work.
2. The importance of personal development within own role.
3. Types of training and development required for own role.
4. How to review own progress and who to get support from to identify gaps in role specific knowledge, skills and meta-skills.
5. The purpose and importance of performance reviews.
6. How to discuss and agree SMART objectives – Specific, Measurable, Achievable, Realistic, Time-bound.
7. Business and personal objectives relating to own development and why these are important.
8. Where to find and who to ask about information to support own development.
9. The importance of well-being in own role, types of support available and where to get this.
10. Types of feedback and how to use this to develop own skills and knowledge.
11. How to identify own learning preferences and how to use these to support personal development.

