

DW8: Evaluate and develop own contribution as a development worker

This unit has been tailored from the National Occupational Standards for Advice and Guidance (ENTO) where it appears as unit AG 16

OVERVIEW	PERFORMANCE CRITERIA
<p>This unit covers:</p> <ul style="list-style-type: none"> • Evaluating own practice • Ensuring continuing self-development • Evaluating contribution to own organisation 	<p>You must be able to:</p> <p>Evaluate Own Practice</p> <ol style="list-style-type: none"> 1. Identify suitable criteria for evaluating own practice 2. Review relevant information to evaluate own practice 3. Evaluate own practice against specified criteria 4. Review relevant feedback on own practice 5. Identify own contribution to achieving the objectives of the organisation 6. Identify how your own practice aligns to the values, aims and mission of the organisation 7. Review the effect of own values, beliefs, attitudes, and behaviours when working 8. Review the priorities assigned to different work objectives 9. Identify how one has complied with all relevant legislation, codes of practice, guidelines, and ethical requirements 10. Draw suitable conclusions on how one has undertaken own practice <p>Ensure continuing self-development</p> <ol style="list-style-type: none"> 11. Identify realistic development objectives and establish their priority 12. Ensure the development objectives identify the competences that are appropriate to the work of the service 13. Devise a personal development plan to deliver own development objectives 14. Maintain and update relevant knowledge of the service, organisation, sector, and profession 15. Identify any developments that can be effectively incorporated into own practice 16. Assess any trends and developments in the work of the sector that have an impact on own practice 17. Agree the personal development plan with the appropriate people and secure sufficient resources to implement it 18. Identify and utilise suitable development opportunities 19. Record the personal development plans in the appropriate systems 20. Review and update personal development plans regularly to take account of changing practice and other factors

KNOWLEDGE AND UNDERSTANDING

You need to know and understand the following:

Evaluate Own Practice

- A. which evaluation criteria could be used
- B. what types of information on own practice is relevant
- C. how much information on own practice should be reviewed
- D. how to evaluate own practice against criteria
- E. what feedback on own work should be considered and who can provide it
- F. what the values, mission and objectives of the organisation are
- G. what factors could affect the achievement of the objectives
- H. how your own values, beliefs, attitudes, and behaviours impact on practice
- I. how to assess the priorities assigned to own work
- J. the relevant national, local, professional, and organisational requirements are that relate to equal opportunities, discrimination, health and safety, security, confidentiality, and data protection
- K. why it is important to comply with different requirements
- L. what the consequences are of not complying with different requirements
- M. how to obtain information on the requirements
- N. why it is important to have a clear understanding of own practice
- O. how any conclusions can be used to improve work

Ensure continuing self-development

- P. how to identify development objectives
- Q. what the specific development objectives are and how to prioritise them
- R. which competences are required for the work of the organisation
- S. how to devise a personal development plan and what it should include
- T. what types of knowledge are required of the service, organisation, sector, and profession
- U. the relevant and current sources of knowledge of the service, organisation, sector, and profession
- V. how to assess the relevance of the knowledge
- W. what types of developments in theory, research, and practice might be relevant
- X. how these can be incorporated into own practice
- Y. how the sector has developed
- Z. what types of development will occur in the future
- AA. who can agree the personal development plan
- BB. what resources are required to implement the personal development plan
- CC. what types of development opportunity are available
- DD. how to assess the benefits of training and other forms of development
- EE. what the systems are for recording personal development plans and what the procedures are that relate to the use of these
- FF. why it is important to use the systems
- GG. when personal development plans should be reviewed
- HH. who might require information on the personal development plans