

Unit 3 Review own contribution to the service

Origin of this unit

This unit originated from Unit 19 of the National Occupational Standards for Advice, Guidance and Advocacy developed by ENTO.

Place in the NVQ/SVQ framework

This Unit is a Level 3 Common Core unit within the N/SVQ for Learning, Development and Support Services (for children, young people and those who care for them).

Elements

1. Assess own contribution to the work of the service
2. Develop oneself to achieve work requirements

Sources of Performance Evidence

A cross in the appropriate box indicates which source of evidence is acceptable:

Real working environment

Realistic workplace simulation

Element 1

Assess own contribution to the work of the service

You must be able to:	You must know:
1. Assess own work against specified work objectives	a) how to assess own work b) what type of work objectives should be specified
2. Review relevant feedback on own work	c) what feedback on own work should be considered d) who can provide relevant feedback on own work
3. Identify own role and contribution in achieving the work objectives	e) what is own work role in the service f) what are the work objectives that have been set g) what factors could affect the achievement of the objectives
4. Review any actual or potential effect of own values, beliefs, attitudes, and behaviours when working	h) what are own values, beliefs, attitudes, and behaviours i) how own values, beliefs, attitudes, and behaviours could impact on work
5. Review the priorities assigned to different work objectives	j) how to assess the priorities assigned to own work
6. Identify how one has complied with all relevant legislation, codes of practice, guidelines, and ethical requirements	k) what are the relevant national, local, professional, and organisational requirements relating to equal opportunities, discrimination, health and safety, security, confidentiality, and data protection l) why it is important to comply with different requirements m) what are the consequences of not complying with different requirements n) how to obtain information on the requirements
7. Draw suitable conclusions on how one has undertaken own work	o) why it is important to have a clear understanding of own work p) how any conclusions can be used to improve work

Element 2

Develop oneself to achieve work requirements

You must be able to:	You must know:
1. Identify realistic development objectives	a) how to identify development objectives b) what are the specific development objectives
2. Ensure the development objectives identify the competences that are appropriate to own work	c) what are the competences that are required for work
3. Compile a personal development plan to deliver own development objectives	d) how to compile a personal development plan e) what a personal development plan should include f) what are the organisational procedures for self-development g) how a personal development plan can be used
4. Agree the personal development plan with the appropriate people	h) who can agree the personal development plan
5. Maintain relevant knowledge of the service and organisation	i) what type of knowledge is required of the service and the organisation j) what are the sources of knowledge of the service and the organisation k) how to assess the relevance of the knowledge
6. Assess the impact of any changes in the service on own work role	l) how has the service developed during the time of own personal involvement m) what type of developments might occur in the future
7. Identify and utilise suitable development opportunities	n) what types of development opportunity are available
8. Review and update personal development plans regularly to take account of changing work requirements	o) when should personal development plans be reviewed p) who might require information on the personal development plans
