

Unit Title:	Develop Your Knowledge, Skills And Competence
Unit Level:	Level 3
Unit Credit Value:	4
GLH:	15
LASER Unit Code:	WJH972
Ofqual Unit Code:	T/651/3820

This unit has 2 learning outcomes.

Learning Outcome (The Learner will):		Assessment Criteria (The Learner can):	
1.	Know how to develop knowledge and competence.	1.1	Identify the principles which underpin their professional development.
		1.2	Evaluate the current requirements of their work role and how the requirements may evolve in the future.
		1.3	Describe how to monitor changes, trends and developments.
		1.4	Evaluate the impact of different factors on their role.
		1.5	Identify development needs to address any identified gaps between the requirements of their work role and current knowledge, understanding and skills.
		1.6	Outline what an effective development plan should contain and the length of time that it should cover.
		1.7	Explain the importance of taking account of own career and personal goals when planning professional development.
		1.8	Describe the range of different learning methods and how to identify the methods which work best for them.
		1.9	Identify the type of development activities that can be undertaken to address identified gaps in your knowledge, skills and competence.
		1.10	Evaluate the extent to which development activities have contributed to their performance.
		1.11	Explain how to update development plans in the light of own performance, any development activities undertaken and any wider changes.
		1.12	Identify and use appropriate sources of feedback on own performance.
2.	Be able to develop knowledge and competence.	2.1	Monitor trends and developments in own sector and area of professional expertise and evaluate their impact on their work role.
		2.2	Evaluate, at appropriate intervals, the current and future requirements of their work role, taking account of the vision and objectives of their organisation.
		2.3	Identify the learning methods which work best for them and ensure that they take these into account in identifying and undertaking development activities.
		2.4	Identify any gaps between the current and future

			requirements of their work role and current knowledge, skills and competences.
		2.5	Discuss and agree, with those they report to, a development plan which both addresses any identified gaps in own knowledge, skills and competence and supports own career and personal goals.
		2.6	Undertake the activities identified in their development plan and evaluate their contribution to own performance
		2.7	Get regular feedback on own performance from those who are able to provide objective, specific and valid feedback.
		2.8	Review and update your development plan in the light of own performance, any development activities undertaken and any wider changes.

Assessment Guidance:

This unit is about taking responsibility for developing a learner’s own knowledge, skills and competence to meet the current and future requirements of their work and to support own personal and career development.

Assessment guidance notes

This unit will be assessed in the form of a personal development plan discussed and signed off by the person the learner is reporting to.

Additional Information:

During delivery and assessment of this unit, it is expected that the below criteria are considered where possible.

Equality, diversity and inclusion (Equality Act 2010)

It is anticipated that organisations will have procedures and guidelines for their safety staff to follow that will satisfy the following requirements as a minimum:

- different physical needs.
- different cultural needs.
- language needs.
- beliefs.

Safety, security and service

It is expected that all services carried out at spectator events and crowded places are done so in line with the below measures:

- **Safety measures:** any measure designed and implemented with the primary aim of protecting the health and well-being of all client groups who attend or participate in events.
- **Security measures:** any measure designed and implemented with the primary aim of preventing, reducing the risk and/or responding to any criminal or unlawful activity or disorder committed in connection with events.
- **Service measures:** any measure designed and implemented with the primary aim of making all client groups feel comfortable, appreciated and welcome when attending events.

UK terrorism threat levels

It is expected that senior stewards, safety officers and similar staff holding overall responsibility for the safety and security of events will be familiar with the current UK terrorism threat levels.

The threat level indicates the likelihood of a terrorist attack in the UK.

The level is set by the Joint Terrorism Analysis Centre and the Security Service (MI5). Threat levels do not have an expiry date, but they can change at any time as different information becomes available to security agents.

Information on the most up to date levels can be found on this link: <https://www.gov.uk/terrorism-national-emergency>