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| **Standard 2: Your personal development**  |
| **Outcome –** **The learner is able to:**  | **Assessment – The learner must:**  |
|  **2.1 Agree a personal development plan**  |  2.1a Identify **sources of support** for their own learning and development  2.1b Describe the process for agreeing a **personal development plan** and who should be involved  2.1c Explain why feedback from **others** is important in helping to develop and improve the way they work  2.1d Contribute to drawing up own **personal development plan**  2.1e Agree a **personal development plan**  |
|  **2.2 Develop** **their** **knowledge, skills and understanding**  | 2.2a Describe the **functional level** of literacy, numeracy and **communication** skills necessary to carry out their role  2.2b Explain how to check their current level of literacy, numeracy and **communication** skills  2.2c Describe how a learning activity has improved their own knowledge, skills and understanding  2.2d Describe how **reflecting** on a situation has improved their own knowledge, skills and understanding  2.2e Describe how feedback from **others** has developed their own knowledge, skills and understanding  2.2f Demonstrate how to measure their own knowledge, performance and understanding against relevant **standards**  2.2g List the learning opportunities available to them and how they can use them to improve the way they work  2.2h Demonstrate how to record progress in relation to their personal development  2.2i Explain why **continuing professional development** is important  |