

# Open Awards Qualification Unit



## Form OAQU

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### 1 Unit Details

Unit Title:	Maintain and Develop Personal Performance
QAC Code:	F/502/1689
Level:	Level 2
Credit Value:	2
Minimum GLH:	15

### 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Maintain personal performance.	1.1 Identify current competence and areas for development using relevant techniques and processes.
	1.2 Carry out work in accordance with responsibilities and organisational requirements.
2. Develop personal performance.	2.1 Agree personal performance and targets with an appropriate person.
	2.2 Review performance and progress regularly and use the outcome to plan future development activities.
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks.
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance.
3. Know how to develop personal performance.	3.1 State own limits of responsibility in relation to specific tasks and activities.
	3.2 State who to obtain advice from in relation to specific tasks and activities.

3.3	List the correct procedures for obtaining advice.
3.4	State the risks involved in not obtaining advice where specific tasks and activities are unclear.
3.5	Describe how to determine and agree development needs and personal targets.
3.6	State why personal performance should be reviewed.