

# Open Awards Qualification Unit



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## 1 Unit Details

Unit Title:	Maintain and Develop Personal Performance
Unit Reference Number:	T/615/8431
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. Be able to 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. Be able to 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 constructive feedback and advice from others and use it to help maintain and improve performance.
3. Know how to develop personal performance	3.1 Describe how to determine and agree development needs and personal targets
	3.2 State why personal performance should be reviewed