

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

Unit Title: Professional Behaviours

Ungraded Unit Reference Number: UD33DEV32

Module: Developmental

Level: Three (3)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the importance of working well with others	1.1 Explain what is meant by 'effective communication' in your area of study and/or work
	1.2 Evaluate the importance of both verbal and non-verbal communication when communicating information to a range of audiences
	1.3 Explain the importance of accuracy and professionalism when communicating
	1.4 Reflect on the effectiveness of own listening, sharing and responding skills
	1.5 Explain ways to build and maintain effective interpersonal relationships with peers and/or colleagues
	1.6 Discuss the role of empathy and compassion in your area of study and/or work
2. Understand the importance of self-development and reflective practices	2.1 For your area of study and/or work, assess ways to cope effectively with the following: <ul style="list-style-type: none"> a) Uncertainty b) Change c) Failure
	2.2 Evaluate the importance of self-reflection

	2.3 For your area of study and/or work, discuss ways of developing own confidence
3. Understand the importance of self-organisation	3.1 For your area of study and/or work, explain the importance of: a) Good timekeeping b) Effective prioritisation c) Using own initiative
	3.2 For your area of study and/or work, assess the difference between 'responsibility' and 'accountability'