

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Maintain and Develop Personal Performance
Unit Reference Number:	D/618/8359
Level:	2
Credit Value:	1
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 own current competencies and capabilities.
	1.2 Identify areas for development in own performance.
	1.3 Carry out own work responsibilities to agreed performance levels.
	1.4 Measure own performance levels in current role.
2. Know ways personal performance can be developed.	2.1 State limits of own responsibilities in relation to workplace tasks and activities.
	2.2 State individuals who can be contacted for advice and guidance in relation to workplace tasks and activities.
	2.3 Identify aspects of own role that could be developed.
	2.4 Identify ways that own role could be developed.
	2.5 State why personal development is important to the employee and employer.
	2.6 Outline the benefits of performance reviews.

3. Be able to develop personal performance.	3.1	Agree personal performance targets with appropriate people.
	3.2	Carry out regular performance reviews
	3.3	Seek constructive feedback in relation to own performance.
	3.4	Develop an action plan for performance development.
	3.5	Justify choice of development tasks and activities.
	3.6	Agree action plan with appropriate people.