

Title:	Maintain and develop your own knowledge, skills and competence
Level:	3
Credit Value:	2
Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>
1. Understand the principles that underpin maintaining and developing own knowledge, skills and competence	1.1 explain why maintaining and developing knowledge, skills and competences is important for individuals professionally and personally 1.2 explain the importance of getting feedback on own knowledge, skills and competence 1.3 identify methods for reviewing own work and progress 1.4 summarise the impact of changes in own role and the organisation own learning and development needs 1.5 identify the different forms of support available for development needs 1.6 explain the importance of taking responsibility for own learning and development
2. Be able to maintain and develop own knowledge, skills and competence	2.1 gather feedback in order to assess own knowledge, skills and competence 2.2 identify and record development needs and specify priority areas for development 2.3 evaluate methods of learning to suit own learning styles and job requirements 2.4 evaluate outcomes and benefits of learning undertaken 2.5 apply new knowledge, skills and competence to improve own work role
Additional Information about the unit	
Unit aim(s)	This unit is about the duty of every individual in the justice sector to keep their knowledge, skills and competence up-to-date and develop them to meet the demands of their employment. The unit recognises that everyone has their own learning and development needs as well as broader learning and development interests which might directly relate to their job or career but

	also be about wider personal development.
Unit expiry date	[End of accreditation]
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	AE1
Details of the relationship between the unit and other standards or curricula (if appropriate)	N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit requires the workplace assessment of occupational competence.
Endorsement of the unit by a sector or other appropriate body (if required)	This unit is endorsed by Skills for Justice, the Sector Skills Council for Justice
Location of the unit within the subject/sector classification system	[Unit code]
Name of the organisation submitting the unit	Skills for Justice
Availability for use	The availability of this unit is restricted to [awarding bodies]
Availability for delivery	[Start of accreditation]