Unit 39: Personal Professional Development

Level:	5
Credits:	15
Ofqual Code:	J/618/8114

Introduction

As a professional, learning is a continuous and lifelong process. In the construction industry there are constant changes in technology, materials, processes, legislation and practice. In order to stay up to date, it is necessary to recognise the potential of both structured, classroom-based learning and the learning gained through professional activities 'on the job'.

This unit provides a framework in which students have the opportunity to reflect on and contextualise the learning they gain from working in the industry. In coordination with tutors and their employers, students will define the scope, duration and content of their expected work-based learning experience. Throughout the period of their work-based learning experience, students will be expected to record and reflect on their own learning.

Learning Outcomes

By the end of this unit, students will be able to:

LO1 Assess personal learning needs and opportunities in the context of employment

LO2 Plan and manage own personal learning journey, through consultation with employer and/or tutor/instructor

LO3 Record personal progress and the feedback of others; responding as appropriate to own future development

LO4 Evaluate own learning, based on personal experience and comments from others, in order to plan for the future.

Essential Content

LO1 Assess personal learning needs and opportunities in the context of employment

Learning styles

Visual, aural, verbal, physical, logical, social, solitary

Identifying own learning style

Continuous Professional Development (CPD)

Training vs development

Personal need vs employer need

Identifying personal needs

Skills audit

Future plans

Employer needs

Skills gaps

Company goals

Industry needs

Supporting equality and diversity

Ensuring quality in the built environment

Improving health and safety

LO2 Plan and manage own personal learning journey, through consultation with employer and/or tutor/instructor

Setting goals

SMART goals (specific, measurable, attainable, relevant, time-bound)

Learning goals vs employment goals

Learning plan

Goals

Actions

Resources

Professional recognition

Professional bodies

CPD requirements of professional recognition

Professional recognition levels (e.g., technician, registered, chartered, fellow)

Professionalism (e.g., codes of conduct, codes of practice)

LO3 Record personal progress and the feedback of others; responding as appropriate to own future development

Employer feedback

360-degree feedback

Performance management

Learning/development record

Reflection vs description

LO4 Evaluate own learning, based on personal experience and comments from others, in order to plan for the future

Reflective practice

Kolb: Learning Cycle

Gibbs: Reflective Model

Brookfield: 'Four Lenses'

Evaluating success

Measurement

Learning from failure

Future planning

CPD and lifelong learning Personal Development Planning (PDP) Career goals, personal goals, company goals

Developing management skills (managing work, managing people, dealing with conflict)

Learning Outcomes and Assessment Criteria

Pass	Merit	Distinction
LO1 Assess personal learning needs and opportunities in the context of employment		
P1 Review prior learning and employer operations to identify potential areas for development. **P2** Undertake a skills audit to define areas of personal development/training needs.	**M1** Analyse personal training/development needs in relation to industry needs, including equality and diversity, health and safety and ensuring quality.	**D1** Justify personal development plans in relation to employer needs, identifying resource requirements and time commitments of self and others.
LO2 Plan and manage own personal learning journey, through consultation with employer and/or tutor/instructor		
P3 Develop a personal development plan that reflects both individual and employer needs. **P4** Present a personal development plan to an employer and/or tutor.	**M2** Evaluate the integration of professional recognition within personal development planning.	
LO3 Record personal progress and the feedback of others; responding as appropriate to own future development		
P5 Manage own personal development through the course of the work-based learning experience. **P6** Review own progress and development periodically.	**M3** Reflect on instances of success and failure in meeting own and company goals.	**D2** Critically evaluate own learning and development, to communicate examples of good practice and improvement for the future.
LO4 Evaluate own learning, based on personal experience and comments from others, in order to plan for the future		
P7 Assess own learning and development through reflection and 360-degree feedback. **P8** Prepare a plan for future development in relation to career goals.	**M4** Evaluate career goals in relation to future learning and professional development needs.	

Recommended Resources

Print resources

BOLTON, G., DELDERFIELD, R. (2018), *Reflective Practice*, SAGE

COTTRELL, S. (2015), *Skills for Success*, Macmillan International Higher Education

HELYER, R. (2015), *The Work-Based Learning Student Handbook*, Macmillan International Higher Education

MOON, J. (2018), *Learning Journals*, Routledge

MEGGINSON, D., WHITAKER, V. (2017), *Continuing Professional Development*, Kogan Page Publishers

PRITCHARD, A. (2017), *Ways of Learning*, Routledge

RAELIN, J. (2008), *Work-Based Learning*, John Wiley & Sons

SCHÖN, D. (1991), *The Reflective Practitioner*, Routledge

TARRANT, P. (2013), *Reflective Practice and Professional Development*, SAGE Publications Limited

THOMPSON, S. (2018), *The Critically Reflective Practitioner*, Macmillan International Higher Education

Links

This unit links to the following related units:

- Unit 1: Construction Design Project (Pearson-set)
- Unit 4001CE: Construction Design Project Civil Engineering (Pearson-set)
- Unit 4: The Construction Environment
- Unit 5: Legal and Statutory Requirements in Construction
- Unit 12: Tender & Procurement
- Unit 20: Site Supervision & Operations
- Unit 27: Law & Legal Frameworks in Quantity Surveying
- Unit 28: Group Project (Pearson-set)
- Unit 29: Contracts & Management
- Unit 30: Project Management
- Unit 44: Maintenance & Operations.