



Understanding your role

Learning outcomes

Agree a personal development plan
Develop knowledge, skills and understanding.

***Standard 2 of the Care Certificate

Skills, knowledge and competence

Skills, knowledge and competence need to be developed throughout your working life.

A Personal Development Plan (PDP) sets out the areas you need to develop and how to go about achieving this.

Personal Development Plans (PDPs) identify:

- **The areas you need to develop**
- **What you want to achieve**
- **How and when you will achieve it.**



Contributing to your PDP

To get the most out of a PDP workers should be prepared to contribute to the discussion. Workers should ask themselves:

- **Do I have the skills and knowledge that I need for my current role?**
- **What development opportunities are available in my role?**
- **What are my ambitions and goals?**
- **Am I making the right choices to get me there?**

Agreeing a personal development plan



Step 1

Agreeing your aims and objectives



Step 2

Plan activities to meet the objectives



Step 3

Set timescale to achieve outcomes and review



The following people will be involved...

- You
- Your manager



The following people will be involved...

- You
- Your colleagues
- Trainers
- Mentors



The following people will be involved...

- You
- Your colleagues
- Your manager

Core skills are...



Literacy

- Reading and contributing to care plans
- Recording data clearly
- Filling out forms
- Writing emails
- Taking notes
- Reading and understanding agreed ways of working

Numeracy

- Recording a person's temperature or blood pressure
- Monitoring weight loss or weight gain
- Recording the amount of fluids drunk
- Measuring medicine dosage

Communication skills

- Discussing care and support with individuals
- Discussing tasks with your manager or with colleagues
- Discussing and agreeing your Personal Development Plan with your manager
- Participating in team meetings, supervision and appraisal

Materials are available on and offline to check and develop core skills.



Reflection



Reflecting on past experiences can help to continually develop skills and understanding.

- **Carry out a task**
- **Look back on a situation or activity**
- **Think about what was done and what happened**
- **Think about what you could do differently.**



Feedback

Feedback from others can help you to understand what others think of the way that you work.

Formal

Formal feedback is usually given in writing. This might be part of an assessment or appraisal or on a comments sheet.

Informal

Informal feedback happens in day-to-day discussion with work colleagues, managers or the individuals that you provide care and support for.

Feedback should be:

- **Timely**
- **Positive**
- **Constructive.**

Continuing professional development

Continuing Professional Development (CPD) is the ongoing process of updating skills and knowledge.

- Induction
- Ongoing development
- Refresher training

Completed development should be recorded in a CPD record.

