# 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





Agreeing your aims and objectives



Plan activities to meet the objectives



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

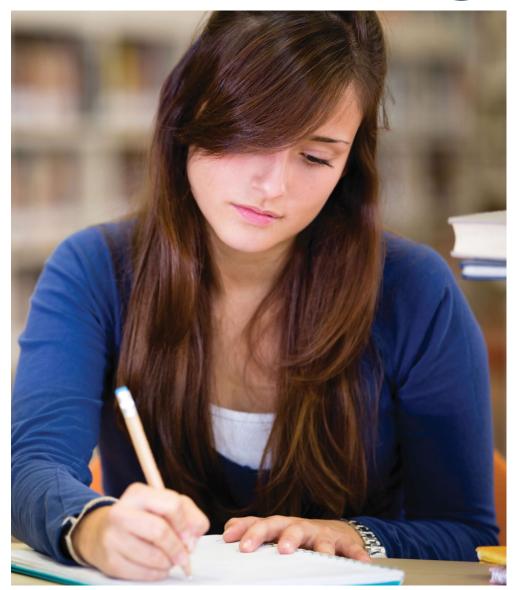
Materials are available on and offline to check and develop core skills.

# 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.

