

UNIT 7: CONTINUING PROFESSIONAL DEVELOPMENT - Assessment Plan

TQUK Level 3 Diploma in Adult Care (RQF)

Qualification Number: 610/0103/6

Centre: T21 Services UK

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UNIT 7: CONTINUING PROFESSIONAL DEVELOPMENT (CPD) IN HEALTH AND SOCIAL CARE

Guided Learning Hours (GLH): 20 hours

LEARNING OUTCOMES & ASSESSMENT CRITERIA

Learning Outcome 1: Understand the importance of continually improving knowledge and practice

- 1.1 Explain what is meant by the term 'continuing professional development' (CPD)
- 1.2 Explain the importance of continually improving knowledge and practice
- 1.3 Analyse potential barriers to professional development
- 1.4 Compare the use of different sources and systems of support for professional development
- 1.5 Explain factors to consider when selecting opportunities and activities for keeping knowledge and practice up to date

Learning Outcome 2: Be able to reflect on practice

- 2.1 Explain the importance of reflective practice in continuously improving the quality of service provided
- 2.2 Demonstrate the ability to reflect on practice
- 2.3 Describe how own values, belief systems and experiences may affect working practice

Learning Outcome 3: Be able to evaluate own performance

- 3.1 Evaluate own knowledge, performance and understanding against relevant standards
- 3.2 Demonstrate use of feedback to evaluate own performance and inform development

Learning Outcome 4: Be able to agree a personal development plan

- 4.1 Identify sources of support for planning and reviewing own development
- 4.2 Demonstrate how to work with others to review and prioritise own learning needs, professional interests and development opportunities
- 4.3 Demonstrate how to work with others to agree own personal development plan

GLH DELIVERY BREAKDOWN (20 HOURS)

ASSESSMENT METHODS & EVIDENCE REQUIREMENTS

Assessment Method 1: Professional Discussion (30-45 minutes)

Activity	Hours	Delivery Method
Self-directed study of learning materials	8	Online platform + PDF resources
Reflective practice activities	4	Written reflection
Personal Development Plan creation	3	Planning and documentation
Professional discussion with assessor	2	Face-to-face/video call
Supervision/appraisal meeting	2	With line manager
Tutorial support & feedback	1	One-to-one session
TOTAL	**20**	**Blended approach**

Covers: LO1.1, LO1.2, LO1.3, LO1.4, LO1.5, LO2.1, LO2.3, LO4.1

Questions Asked:

1. What does CPD mean in adult social care?
2. Why is it important to continually improve your knowledge and practice?
3. What barriers to professional development have you experienced?
4. What sources of support are available for your development?
5. How do you select CPD opportunities?
6. Why is reflective practice important?
7. How do your values and beliefs affect your work?
8. Where can you get support for planning your development?

Evidence Generated:

- Professional discussion record
- Assessor notes

Assessment Criteria Met:

- ✓ 1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.3, 4.1

Assessment Method 2: Reflective Journal/Portfolio

Covers: LO2.2, LO2.3

Task:

Maintain a reflective journal over a period of time (minimum 4 weeks) with at least 6 reflective entries covering:

Reflective Entries Must Include:

- Description of situation/experience
- Your thoughts and feelings
- Analysis of what happened
- Evaluation of what went well/not well
- Action plan for improvement
- How your values/beliefs influenced the situation

Reflective Models to Use:

- Gibbs' Reflective Cycle
- Kolb's Learning Cycle
- Schön's Reflection-in-Action

Evidence Generated:

- Reflective journal with minimum 6 entries
- Each entry 300-500 words
- Signed and dated

Assessment Criteria Met:

- ✓ 2.2, 2.3

Assessment Method 3: Self-Evaluation Against Standards

Covers: LO3.1

Task:

Evaluate your own knowledge, performance, and understanding against:

Care Certificate Standards:

- Standard 1: Understand your role
- Standard 2: Your personal development
- Standard 3: Duty of care
- Standard 4: Equality and diversity
- Standard 5: Work in a person-centred way
- Standard 6: Communication
- Standard 7: Privacy and dignity
- Standard 8: Fluids and nutrition
- Standard 9: Awareness of mental health, dementia and learning disabilities
- Standard 10: Safeguarding adults
- Standard 11: Safeguarding children
- Standard 12: Basic life support
- Standard 13: Health and safety
- Standard 14: Handling information
- Standard 15: Infection prevention and control

For Each Standard:

- Rate your current competence (1-5)
- Provide evidence of competence
- Identify development needs
- Set improvement goals

Evidence Generated:

- Self-evaluation document (1000-1500 words)
- Signed and dated

Assessment Criteria Met:

- ✓ 3.1

Assessment Method 4: Feedback Analysis

Covers: LO3.2

Task:

Collect and analyze feedback from multiple sources:

Sources of Feedback:

- Supervision/appraisal with manager
- Peer feedback from colleagues
- Service user feedback
- Family/carer feedback
- Observation feedback from assessor
- Training course feedback

Analysis Must Include:

- Summary of feedback received
- Themes identified
- Strengths recognized
- Areas for development
- Action plan based on feedback
- How feedback will inform future practice

Evidence Generated:

- Feedback analysis document (500-800 words)
- Copies of feedback forms/emails
- Signed and dated

Assessment Criteria Met:

- ✓ 3.2

Assessment Method 5: Personal Development Plan (PDP)

Covers: LO4.1, LO4.2, LO4.3

Task:

Create a comprehensive Personal Development Plan in collaboration with your line manager/supervisor.

PDP Must Include:

1. Current Role & Responsibilities
2. Career Goals (short-term and long-term)
3. Learning Needs Identified (from self-evaluation, feedback, supervision)
4. Development Priorities (ranked in order)
5. Development Activities (training, shadowing, reading, etc.)
6. Resources Required (time, funding, support)
7. Target Dates
8. Review Dates
9. Signatures (learner and manager)

Evidence Generated:

- Completed PDP document
- Signed by learner and line manager
- Review notes from supervision meeting

Assessment Criteria Met:

- ✓ 4.1, 4.2, 4.3

Assessment Method 6: Supervision/Appraisal Meeting Record

Covers: LO4.2, LO4.3

Task:

Attend a supervision or appraisal meeting with your line manager to discuss:

- Your performance
- Your learning needs
- Your development goals
- Your PDP

Evidence Generated:

- Supervision/appraisal meeting notes
- Signed by learner and manager
- Development actions agreed

Assessment Criteria Met:

- ✓ 4.2, 4.3

Assessment Method 7: CPD Log/Record

Covers: LO1.2, LO1.5, LO2.2

Task:

Maintain a CPD log documenting all professional development activities over a period of time (minimum 3 months).

For Each Activity, Record:

- Date
- Type of activity (training, reading, shadowing, etc.)
- Duration
- Learning outcomes
- How it relates to your role
- How you will apply learning
- Reflection on learning

Minimum Activities:

- 3 formal training sessions
- 5 informal learning activities
- Regular reflections

Evidence Generated:

- CPD log with multiple entries
- Certificates from training
- Signed and dated

Assessment Criteria Met:

- ✓ 1.2, 1.5, 2.2

Assessment Method 8: Witness Statement

Covers: LO2.2, LO4.2, LO4.3

Witness: Line manager or supervisor

Statement Confirms:

- Learner engages in reflective practice
- Learner actively participates in supervision
- Learner identifies own learning needs
- Learner works collaboratively on PDP
- Learner takes responsibility for own development

Evidence Generated:

- Witness statement on letterhead
- Specific examples provided
- Signed and dated

Assessment Criteria Met:

- ✓ 2.2, 4.2, 4.3

ASSESSMENT PLAN SUMMARY

ASSESSMENT TEMPLATES PROVIDED

Assessment Method	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	3.2	4.1	4.2	4.3
Professional Discussion	■	■	■	■	■	■		■			■		
Reflective Journal							■	■					
Self-Evaluation									■				
Feedback Analysis										■			
Personal Development Plan											■	■	■
Supervision Meeting Record												■	■
CPD Log		■			■		■						
Witness Statement							■					■	■

1. ✓ Professional Discussion Record Template
2. ✓ Reflective Journal Template (with Gibbs' Cycle)
3. ✓ Self-Evaluation Against Care Certificate Standards Template
4. ✓ Feedback Analysis Template
5. ✓ Personal Development Plan (PDP) Template
6. ✓ Supervision/Appraisal Meeting Record Template
7. ✓ CPD Log Template
8. ✓ Witness Statement Template

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