

Learning Assessment Guide

Unit Standard 8495 – Version 2

Develop self to improve performance

Level 5 – 5 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Written tasks for you to complete.
- The Assessment Guide Summary that the assessor will use to assess and record your competence.
- A copy of the Assessor Checklist that your assessor will use.
- A Manager or Team leader Verification form.

The assessment tasks are designed to show your assessor that you can:

- Identify opportunities to develop your own performance.
- Plan your own development.
- Develop self.

Assessment Task One – Elements 1, 2 and 3

Introduction

This assessment task is designed to assess your ability to:

- identify opportunities to develop your own work performance.
- plan your own personal development.
- develop self to improve your work performance.

Task Instructions

This task requires you to provide your assessor with a copy of a recent personal development plan.

As this unit standard assesses the implementation of the plan, it will usually be a plan written approximately 12 months ago.

Your personal development plan will normally be one which you have negotiated with your Manager or Training Manager, who represent your employer, following a performance appraisal.

In the absence of a formal personal development plan negotiated with your employer, you will need to develop such a plan. It should:

- compare current performance against expected requirements, based upon your last performance appraisal or a similar source of performance feedback;
- be presented in a workplace format, if there is one;
- identify and record the desired results as completely and concisely as possible;
- be signed off as agreed to by your Manager.

Whether your personal development plan is a formal requirement of your workplace or not, you will need to show evidence of consultation with relevant parties including (if relevant):

- teams
- manager(s)
- specialists
- inclusion of performance feedback
- customers

You will need to identify opportunities to develop your performance and should have explored (but not necessarily accepted) opportunities in at least the following four areas:

- training
- mentoring
- formal and informal study
- coaching

Your plan may also include opportunities for development outside of your current role that meet personal and individual goals.

Your plan will need to have been completed in the required format, within the scheduled timeframe and be made available to the required people.

The completed assessment for Task One will include:

- Provision of a personal development plan which is signed off by your Manager and supported by the Manager Verification.
- The plan, along with answers to questions of Task Two, results in completion of the Assessor Checklist.

Assessment Task Two – Elements 1, 2 and 3

Introduction

As with Task One, this task is designed to assess your ability across all three elements, namely:

- identify opportunities to develop your own work performance
- plan your own personal development
- develop self to improve your work performance

Task Instructions

This task involves answering written questions related to the development of your plan.

If you wish to complete this task orally, discuss this option with your assessor.

This is your opportunity to describe your consultation activities, both during the development of the plan and during its implementation, which may not be obvious from the plan itself. You should also outline your exploration of options for development, including those which you rejected as inappropriate.

Your assessor will use the Assessor Checklist to record your completion of unit standard requirements. This will be applied to both your personal development plan and your answers to the written questions jointly.

If you have answered these questions in writing, your assessor may wish to discuss your plan and answers with you to ensure sufficiency of evidence for this unit standard.

Include supporting documentation from the workplace where possible.

The completed assessment for Task Two will include:

- Answers to all nine written questions.
- Completion by the assessor of the Assessor Checklist.
- Copies of supporting feedback received during personal development activities.

Performance Development Planning Questions

At the planning stage

1. What performance areas did you decide to focus on in your personal development plan?
2. Name the sources of the feedback that identified these areas of development (e.g. Manager, colleague). Please use names and positions, where possible, as your assessor may wish to speak to these people.
3. Who (or what) did you consult to identify likely opportunities to improve your performance?
4. Who did you show your development plan to for comment while it was in its draft stages?
5. What guidelines, codes of practice, standards or similar have you taken into account when developing your plan?
6. How will this personal development enhance your performance and help you to meet organizational objectives?

Following the implementation of self development activity

7. List the development activities implemented to date.

List the remaining activities identified in the plan and state why they have not yet been implemented.

List any variations from the plan, along with the reasons for the change.

8. List some key features of feedback from others which you have received related to the implementation of the plan. This could include written appraisals of work submitted, unit standard results and feedback comments made by a mentor (and signed as an accurate record). Include copies with this assessment.
9. Provide a brief evaluation of your performance against the standards set in the plan, identifying improvements. Include documented evidence of this performance improvement (minimum of one sample).

Assessor Checklist

To Assessor:

Please indicate ✓ or X whether the unit standard requirement has been addressed or not, through either the plan or in answers to the questions. You can use the “Comments” section to add any additional evidence gained through discussion with the learner, or to comment in preparation for feedback. Please use N/A if you consider that the performance criteria does not apply and comment why not.

Element 1 Identify opportunities to develop own performance

- Plan compares performance at time of planning with expected performance requirements.
- Plan identifies desired outcomes clearly and concisely, and records them in the agreed format.
- Development opportunities were identified in consultation with all relevant parties within the scheduled timeframe. (Includes teams, managers, specialists, performance feedback.)
- Opportunities for development outside of current role, that meet personal and individual goals, are identified.

Comments:

Element 2 Plan own development

- Development plan requirements were identified and selected in consultation with relevant people, business and resource requirements and within scheduled timeframe (includes teams, managers, specialists, customers and any relevant others).
- Development plan was completed in the required format within the scheduled timeframe, and was made available to the required people.
- Plan specifies how development to improve performance will be implemented, monitored and reviewed.

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- Plan and selected methods of development comply with specified legal requirements, codes of practice, organizational policies and standards.

Comments:

Element 3 Develop self

- Development activities are implemented in accordance with the plan, with any variations from the plan identified and addressed within the scheduled timeframe.
- Individuals involved in the implementation of the plan are consulted, and feedback sought on the effectiveness of development activities.

Consulted were (please circle those in evidence):

- colleagues
- teams
- managers
- specialists
- training and education providers (not set requirement)
- other (please name)

- Learner evaluates own performance against agreed performance standards.
- Improvements in performance are identified and recorded.

Comments:

Assessor signature: _____

Date: _____

Assessment Task Three – Elements 1, 2 and 3

Introduction

As with the previous two assessment tasks, Task Three is designed to assess your ability on all three elements, namely:

- identify opportunities to develop your own work performance
- plan your own personal development
- develop self to improve work performance

Task Instructions

This task requires you to obtain a completed Manager or Team Leader Verification form from your workplace.

It is independent confirmation from your workplace that you are doing the things you said you were doing in your plan and that these meet the requirements of the organization.

Please show your verifier your personal development plan and your answers to the questions, if they are in writing, before asking them to complete the form.

Return the completed and signed verification form to your assessor.

The completed assessment for Task Three will include:

- Provision to your assessor of the completed Manager or Team Leader Verification form.
- Completed form supports plan and answers to written questions.

Manager or Team Leader Verification

To: Manager or Team Leader

_____ (name of learner) is completing Unit Standard 8495: Develop self to improve performance. Your knowledge of the learner is sought to confirm that s/he has a personal development plan and is implementing it in a way which meets the following criteria:

- Plan compares current performance with expected performance requirements.
- Plan identifies requirements clearly and concisely and meets the format requirements of the organization.
- Relevant parties were consulted in the preparation, including any specialist expertise required, with the consultations completed within the scheduled timeframe.
- A range of performance improvement opportunities were considered, including training, mentoring, formal and informal study, coaching.
- The plan specifies how development to improve performance will be implemented, monitored and reviewed.
- Development activities took place in accordance with the plan, with any variations from the plan identified and addressed within the scheduled time frame.
- The learner evaluated his / her performance against standards following completion and identified and recorded improvements.

Comments:

Name of verifier: _____ Signature: _____

Position in relation to learner (e.g. Team Leader): _____

Contact telephone number: _____ Date: _____

Thank you for your assistance.

Assessment Guide

The following guide will be used to assess your competence in unit standard 8495 version 2:
Develop self to improve performance.

Task / Element	Evidence Required	Judgment	
<p><i>Task 1 / Elements 1, 2 & 3</i></p> <p>This task involves the learner supplying a copy of a personal development plan.</p> <p>The plan needs to be signed off by their manager.</p>	<p>The plan must be based upon current performance and clearly identify expected performance.</p> <p>Plan must identify opportunities to develop performance.</p> <p>Plan must be completed in the required format and timeframe.</p>	<p>Plan is signed off by the learner's Manager.</p> <p>Plan is supported by the Manager Verification.</p> <p>Plan, along with the answers to questions in Task Two, results in completion of the Assessor Checklist.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p><i>Task 2 / Elements 1, 2 & 3</i></p> <p>This task involves the learner in answering a set of written questions about the development, implementation and evaluation of their personal development plan.</p>	<p>The learner answers the written questions.</p> <p>Questions may be answered in writing or orally.</p> <p>Supporting documentation is provided.</p>	<p>Comprehensive answers are given to all nine questions.</p> <p>Answers to the questions, along with the plan, result in completion of the Assessor Checklist.</p> <p>Documentation supports plan.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p><i>Task 3 / Elements 1, 2 & 3</i></p> <p>This task involves the learner obtaining a completed Manager or Team Leader Verification form from the workplace.</p>	<p>The learner provides the assessor with a completed and signed verification form.</p> <p>Verification form must support the content of the plan and answers to questions.</p>	<p>A completed Manager or Team Leader Verification form is provided.</p> <p>Content of the verification form supports plan content and answers to questions.</p>	<p>Yes / No</p> <p>Yes / No</p>