

Care Skillsbase: Skills Check 32 (CIS 2010)

Personal Development

Interviewer's pack

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Summary	
Suitable for	Care Worker
Skill checked	Reading
Covers	Language and concepts associated with personal development, Common Induction Standard 2 (2010)
Learning for interviewer	Can the member of staff understand written information on personal development?
Learning for member of staff	Steps involved in personal development, including a number of key actions
Approx time needed	Total: 30 minutes (15 minutes for Skills Check and 15 minutes feedback)
How it works	This Skills Check offers information about the process of personal development followed by a reading comprehension exercise. To assess the person's level of understanding, ask them to explain their answers.
Notes	Different answers to the exercise are possible.
Before you start	Read the general guidance in the Skills Check area of the Skillsbase website.

We welcome suggestions to improve this Skills Check. Please use the contact form on our website at www.scie-careskillsbase.org.uk

Understand the Job: Personal Development

Effective communication is vital in social care. Use this activity to learn more about the **communication skills** you will be using in your job.

First, write your name and today's date on the line below.

(First name)

(Last name)

(Date: Day-Month-Year)

.....

1. Did you know? As care workers, we have a responsibility to keep our knowledge and skills up to date. This sort of learning is called personal development. There are units on personal development in both the Common Induction Standards 2010 and the Health and Social Care Diploma. The aim of personal development is to make us more effective at work.

2. How personal development works

There are a number of steps in personal development.

Step one is to think about the demands of your job – its purpose, how the tasks listed in your job description relate to that purpose and, most importantly, what it means to do the job **well**. Ask yourself what knowledge, skills and attitudes are required to do your job well.

Step two is to reflect on and evaluate your own performance. Identify the parts of the job that you enjoy – and the parts you find difficult. How fully do your knowledge, skills and attitudes match those the job requires? How could you improve your ability as a care worker?

Step three is to agree a personal development plan with your line manager. The plan says what knowledge, skills and attitudes you aim to develop and **how** you will develop them.

Step four is to carry out the learning activities in your plan – and then evaluate the results. What new knowledge and skills have you gained? How has this improved the way you work?

3. Actions to support personal development

Match each of the actions below to one of the steps described above. The first has been done for you as an example.

Action	Step
1. Make a note of what you have learned and how it has helped you at work.	<i>Step 4</i>
2. Understand your organisation's system for recording personal development.	
3. Decide on your learning goals.	
4. Consider the ways you learn best.	
5. Find out what standards and qualifications relate to your job.	
6. Check that you have the communication and number skills your role requires.	
7. Identify sources of support for your personal development.	

Feedback form	Date:			
Staff member's name				
Staff member's job title				
Interviewer's name				
Interviewer's job title				
1. Interviewer's view	The member of staff...	No	Partly	Yes
a. Used reading skills effectively.				
b. Understood what key words and ideas mean for their work.				
2. Interviewer's reasons	The member of staff...	No	Partly	Yes
a. Read the activity sheet unaided, with understanding.				
b. Completed the activity accurately (showing good reading comprehension).				
c. Completed the activity within the allocated time (showing ability to use written information quickly).				
d. Demonstrated understanding of all key words and concepts.				
3. Next steps to help develop skills and knowledge for the job		Yes	No	
a. Interviewer will arrange monitoring, feedback and support from a supervisor.				
b. Interviewer and member of staff will plan personal development to improve member of staff's understanding of key social care words and ideas.				
c. Interviewer and member of staff will plan personal development to improve member of staff's reading skills.				
4. Interviewer's signature	Staff member's signature			

Use the other side of this sheet for notes

Personal development form	Date:	
Staff member's name		
Staff member's job title		
Interviewer's name		
Interviewer's job title		
1. Learning aim: to work safely and meet quality standards, the member of staff should develop the following reading skills		Tick (✓) if "yes"
a. General reading skills (to understand written information quickly and accurately).		
b. Care work reading skills (to deal effectively with work-related written information).		
c. Care vocabulary (to understand key words and ideas and how they relate to the job).		
2. How will the learning happen?		
3. What support and resources will be needed to make the learning successful?		
4. When will the learning happen?		
5. How will we know the learning has been successful?		
6. Progress review date		
7. Interviewer's signature	Staff member's signature	