Unit Title:	**Developing self**
OCR unit number:	M13
Life and Living Skill Area:	Personal Skills
Level:	Entry 2
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

To introduce the learner to ways in which they can reflect on their own personal development and how their personal skills, abilities and behaviours can be improved.

Learning Outcomes	**Assessment Criteria**	**Example of ways assessment criteria could be met**
The Learner will:	**The Learner can:**	
1 Be able to recognise their strengths and areas they need to develop	1.1 Identify a personal strength or ability	The learner can identify a personal strength or ability they have, for example; reviewing targets that they have achieved with a tutor, asking others what they think the learner's strengths and abilities are.
	1.2 Identify an area for self development	The learner can identify an area for their own self development, for example; reviewing targets not achieved with a tutor, asking others what areas they think the learner needs to develop.
2 Recognise how to develop themselves	2.1 Identify a personal skill or behaviour they need to develop	Choose from a range of identified skills and behaviours, one that they need to develop, to achieve a personal skill or behaviour. For example, take part in group discussions with confidence.
	2.2 Agree with an appropriate person a suitable target to work towards	Identify steps that the skill or behaviour can be broken down into, for example making notes to prepare, practising in a role play situation.
	2.3 Identify who will support them in developing the identified skill or behaviour	The learner identifies people who will be able to support specific skills or behaviours, for example to ask a personal tutor to give support.
	2.4 Work through activities to develop the agreed skill or	To be able to complete the steps needed to achieve a skill

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	behaviour	or behaviour in an agreed sequence, for example planning points that can be discussed; practising with a tutor, taking part in a role play activity, taking part in a real organised discussion.
3 Review their development	3.1 Carry out a simple review of the progress they have made	The learner carries out a simple review of the progress they have made. For example: discuss their progress with a tutor; look at evidence of work completed, demonstrate how they use their skill or how their behaviour has improved.
	3.2 Identify what went well and what did not go so well	Work with a tutor to select areas for achievement and/or further development through discussion with tutor or demonstration of skills learned, evidence of work or their behaviour.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

The assessment methods will be appropriate to the learner's environment. Learners can be given guidance to develop an understanding of how to develop personal skills, using existing procedures, such as personal target setting or individual education plans

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

Learners must show that they can identify tasks to improve skills over a period of time.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.

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