# Unit 3/332- Engage in personal development in health, social care or children’s and young people’s settings

**Outcome 4 - 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

**PLTS**

RL 1 - assess themselves and others, identifying opportunities and achievements

RL 3 - review progress, acting on the outcomes

RL 5 - evaluate experiences and learning to inform future progress

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| **Skill Scan for Programme of Learning including NVQ/QCF qualification, Technical Certificate and Key Skills/Functional Skills** |

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| **\*NVQ or QCF qualification Details- STLS level 3 Diploma**  **Date-** | | | | | | | |
| **Learning Aim unit for NVQ/Main Aim** | **Scale 1-10** | **Work Based Learning or Relevant Experience to Selected Unit** | **Method of demonstrating evidence** | **Planned Learning**  **Support (Identify the resources and/or Staff)** | **Learning Hours** | **Target Date for Achievement** | **Actual Achievement Date** |
| **1/301 and 305 Communication and professional relationships** |  | **Attends meeting, works one to one, works with parents and other support staff, uses various communication methods daily** | **Worksheets/**  **Coursework Observation** |  | **4** |  |  |
| **6/302 – Schools as Organisations** |  | **Understands own role and role of others, is aware of some outside agencies and has worked with other agencies regularly** | **Worksheets/**  **Coursework** |  | **4** |  |  |
| **9/303 – Support Learning Activities** |  | **Sets up the classroom and prepares resources, adapts when needed, makes comments on children’s work, feeds back to teacher** | **Observation**  **Witness statements**  **Q and A Worksheets/**  **Coursework** |  | **4** |  |  |
| **4/304 – Promote Children and Young People’s Positive Behaviour** |  | **Uses a reward system in the classroom, understands policy, attended a workshop** | **Observation**  **Witness statements**  **Q and A WorksheetsCoursework** |  | **4** |  |  |

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| **\*NVQ or QCF qualification Details** | | | | | | | |
| **Learning Aim unit for NVQ/QCF Aim** | **Scale 1-10** | **Work Based**  **Learning or Relevant Experience to Selected Unit** | **Method of demonstrating evidence** | **Planned Learning Support (Identify the resources and / or Staff)** | **Learning Hours** | **Target Date for Achievement** | **Actual Achievement Date** |
| **5/306 – Promote Equality, Diversity and Inclusion** |  | **Works one to one and with small groups, understands the impact of discrimination, adapts activities when required** | **Observation /Witness statements**  **Q and A Worksheets/Coursework** |  | **4** |  |  |
| **7/307 – Support Assessment for Learning** |  | **Carries out observations and makes notes on each child, feeds back to teacher regularly, evaluates activities** | **Observation/Witness statementsQ and A Worksheets/Coursework** |  | **3** |  |  |
| **10/331 – Understand Child and Young Person Development** |  | **Has own children, has worked with different year groups,** | **Worksheets/Coursework** |  | **5** |  |  |
| **3/332 – Engage in Personal Development** | **No** | **First Aid, safeguarding, behaviour workshop, manual handling** | **Work sheets**  **CV** |  | **4** |  |  |
| **11/333 – Understand how to Safeguard the Wellbeing of Children and Young People** | **No** | **Attended in house training, would be confident if she had to deal with and incident** | **Worksheets/Coursework** |  | **5** |  |  |
| **8/334 – Support Children and Young People’s Health and Safety** | **Yes/No** | **Health and Safety booklet, first aid training, daily checks** | **Worksheets/Coursework**  **Risk assessments** |  | **4** |  |  |
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**Key Skills/Functions Skills**

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| **Learning Aim unit/element** | **Previously achieved this qualification? Have a certificate?** | **Work Based Learning or Relevant Experience to Selected Unit** | **Planned Learning Support (Identify the resources and / or Staff)** | **Learning Hours** | **Target Date for Achievement** | **Actual Achievement Date** |
| **Application of Number**  **Level 2** | **No** | **Uses the basics with the children in the classroom. Attempted practise test and lacked confidence.** | **Use online resources and practice tests, complete project work, tutor and manager support, BKSB** | **5** |  |  |
| **Communication**  **Level 2** | **No** | **Uses various communication methods daily, completed level 2 practice test** | **Gather evidence from portfolio, use online resources, tutor and manager support,** | **5** |  |  |
| **ICT**  **Level 2** | **No** | **Uses in the classroom with the children, has a basic understanding,**  **Attempted practice test and passed.** | **Practice using power point, send NVQ work via email, gather evidence for project work, practice tests/BKSB. Tutor and manager support** | **5** |  |  |