

Introduction**What is this unit about?**

This unit is about the competence you need to reflect on and evaluate your practice, by undertaking research-based processes including; reflective practice, reflexivity, reviews of literature, peer observation and feedback amongst other methods. Reflecting on practice is a tool for self-evaluation and will enable you to develop and learn from assessing your own performance. The unit also includes taking part in continuous professional development and how this has been used to develop your practice.

Who is this unit for?

This unit is for you if you work in a setting or service whose main purpose is to support the care, learning and development of children in partnership with their families. This unit is suitable if you have management responsibilities or are a lead/senior practitioner with significant responsibility within your work.

Principles and values

You must work within the principles and values of the sector in order to achieve this unit.

Content of unit

The elements are:

1. Investigate ways of reflecting on, reviewing and evaluating own practice
2. Reflect on and develop practice
3. Take part in continuing professional development

Place in the NVQ/SVQ framework

This is a mandatory unit in the Level 4 Children's Care, Learning and Development NVQ/SVQ.

Links to Key and Core Skills

This unit may provide evidence for the following:

Key Skills	Core Skills
Communication: 3.1, 3.2, 3.3	Communication: Intermediate 2
Improving own Learning and Performance: 4.1, 4.2, 4.3	Working with Others: Intermediate 2
Working with Others: 3.2, 3.3	Problem Solving: Higher
Problem Solving: 4.1, 4.2, 4.3	

What we mean by some of the words used in this unit

CCLD 404**Reflect on, review and develop own practice**

Continuing professional development	Ongoing training and professional updating
Processes, practices and outcomes	How you do things, what you do and what you achieve
Reflective practice	The process of thinking about and critically analysing your actions with the goal of changing and improving occupational practice

<u>The National Standard</u>	
<u>Element CCLD 404.1</u>	<u>Investigate ways of reflecting on, reviewing and evaluating own practice</u>
Performance criteria This is the national standard which you must meet: <ol style="list-style-type: none"> 1. Drawing on sources of current policy, research and up-to-date thinking, review potential areas of own practice that require development 2. Monitor processes, practices and outcomes from your own work to assist in deciding priority areas for change and development of own practice 3. Research how reflective practice can be used positively to develop own practice 4. Identify and research ways of reviewing and evaluating own practice 	

<u>The National Standard</u>	
<u>Element CCLD 404.2</u>	<u>Reflect on and develop practice</u>
Performance criteria This is the national standard which you must meet: <ol style="list-style-type: none"> 1. Evaluate your own performance (achievements, strengths and weaknesses) 2. Reflect on the processes, practices and outcomes from your own work 3. Reflect on your interactions with others 4. Share your reflections with others and use their feedback to help develop your practice 5. Use reflection to solve problems 6. Use reflection to develop own practice 7. Evaluate the effectiveness of reflection as a tool for developing own practice 	

CCLD 404**Reflect on, review and develop own practice**

<u>The National Standard</u>	
Element CCLD 404.3	<u>Take part in continuing professional development</u>
Performance criteria This is the national standard which you must meet: <ol style="list-style-type: none"> 1. Identify areas in your knowledge, understanding and skills where you could develop further 2. Develop and negotiate a plan to develop your knowledge, skills and understanding further 3. Seek out and access opportunities for continuing professional development as part of this plan 4. Use continuing professional development to improve your practice 	

What you must know and understand

To be competent in this unit, you must know and understand the following:

K4P812	Why reflection on practice and evaluation of personal effectiveness is important
K4P813	How learning through reflection can increase professional knowledge and skills
K4P814	How reflection can enhance and use personal experience to increase confidence and self-esteem
K4D815	Techniques of reflective analysis: <ul style="list-style-type: none"> Questioning what, why and how Seeking alternatives Keeping an open mind Viewing from different perspectives Thinking about consequences Testing ideas through comparing and contrasting Asking 'what if....?' Synthesising ideas Seeking, identifying, and resolving problems
K4P816	Reflection as a tool for contrasting what we say we do and what we actually do
K4P817	How to use reflection to challenge existing practice
K4P818	The difficulties that may occur as a result of examining beliefs, values, and feelings
K4P819	Up-to-date public policy affecting your work and how this is interpreted locally and within your setting or service
K4D820	How to assess further areas for development in your skills and knowledge through reflection, feedback, literature searches, review of theory including current and emerging research
K4P821	How to develop a personal development plan with objectives that are specific, measurable, achievable, realistic and with timescales
K4P822	The availability and range of suitable training and development opportunities
K4M823	The importance of integrating new information and/or learning in order to meet current best practice, quality schemes or regulatory requirements